



## Hawaii Public Housing Authority (HPHA)

*We invite highly motivated individuals to make a difference in the lives of others,  
by joining the team that manages Hawaii's Public Housing Properties.*

### EXEMPT MAINTENANCE POSITIONS

#### **HOUSING GENERAL CONSTRUCTION & MAINTENANCE SUPERVISOR I**

The Hawaii Public Housing Authority is seeking a Housing General Construction & Maintenance Supervisor I. This incumbent is to supervise the overall maintenance operation in the management unit by planning and reviewing the completed work orders assigned to skilled trade members, building maintenance personnel and laborers. This position is also responsible for preventive maintenance programs, inspections programs and other corrective and preventive work projects in the facilities.

*Minimum Qualification Requirements:*

Required Licenses, Certificates, Etc.: Valid Driver's License, Class 3.

Schedule: Hours and days vary, depending on business needs.

Education: High school graduate or equivalent preferred.

Experience and Training: Eight (8) years of work experience in performing a variety of work in the construction and maintenance of buildings, structures, or electrical or plumbing systems of which four (4) years shall have been as a fully competent skilled worker and including one (1) year of supervisory work experience which included the planning and scheduling of work of other fully competent workers, assigning and reviewing their work, providing training and evaluating their work performance; or any equivalent combination of training and experience.

Knowledge of: Practices and methods used in building construction and maintenance trades including carpentry, plumbing, electrical, masonry, and painting; tools, equipment and material used in the building construction and maintenance trades; applicable building, electrical and fire codes and regulations; safety practices, codes and fire safety regulations; and principles and practices of supervision.

Ability to: Plan, lay out, assign, direct and coordinate the work of skilled trades workers and laborers; schedule the work of trades workers so as to accomplish building construction or repair effectively; inspect the work of trades workers and detect flaws or defects in work quality or materials; detect the malfunctioning of equipment and determine the necessary repairs required; read and interpret building plans and check construction or repair work for conformance thereto; estimate costs and quantities of labor, materials and equipment; give clear and concise oral and written instructions; maintain records and prepare operational reports; and maintain good working relationships with others.

#### **HOUSING BUILDING MAINTENANCE WORKER II**

The Hawaii Public Housing Authority is seeking a Housing Building Maintenance Worker II. This incumbent is to perform a variety of skilled maintenance and repair work in the upkeep of buildings, facilities, grounds and equipment in the public housing properties of the HPHA. This position also supervises building maintenance personnel and laborers in the repair work as needed.

*Minimum Qualification Requirements:*

Required Licenses, Certificates, Etc.: Valid Driver's License, Class 3.

Schedule: Hours and days vary, depending on business needs.

Education: High school graduate or equivalent preferred.

Experience: Six (6) years of work experience in performing a variety of building maintenance repair work, of which two (2) years shall have been as a fully competent worker, or any equivalent combination of training and experience.

Knowledge of: Basic practices and methods in the repair of buildings, including safety procedures; common tools, equipment and materials used in the carpentry, plumbing, painting, masonry, and electrical trades; electric and gas appliances used in homes and building facilities.

Ability to: Plan, schedule, assign and review the work of others; determine the need for building repairs; operate hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; keep records and make reports; make mechanical repairs to electrical and plumbing equipment, appliances and facilities housed in buildings; understand and follow oral and written instructions.

## **HOUSING ELECTRICIAN I**

The Hawaii Public Housing Authority is seeking a Housing Electrician I. This incumbent is to repair and maintain a variety of electrical systems, equipment, and fixtures. The position also provides supervision and technical assistance to staff assistance in electrical assignments.

### Minimum Qualification Requirements:

Required Licenses, Certificates, Etc.: Licensure as an electrician in the State of Hawaii. Valid Driver's License, Class 3.

Schedule: Hours and days vary, depending on business needs.

Education: High school graduate or equivalent preferred.

Experience: Four (4) years of work experience in residential and/or commercial structural wiring and in the installation, alteration and repair of electrical equipment, wires and apparatus; or an equivalent combination of experience and training.

Knowledge of: Practices and methods in the electrical trade, including safety procedures and electrical code; the tools equipment and material used in the electrical trade.

Ability to: Use of hand and power tools common to the electrical trade; read and interpret blueprints sketches, manuals and other materials; recognize hazards typical of the work; estimate time and materials needed to complete a job; understand and follow oral and written instructions; perform heavy lifting, moving and other manual work typical of the class.

The above positions are exempt non-civil service and are on continuous recruitment until filled. For consideration, please complete an application and submit to Personnel. You can either download an application from our website, or you can come by our office during normal business hours to pick an application. Business hours are from 8:00am to 4:30pm, Monday through Friday (with the exception of observed holidays). Completed applications can be mailed to the address below.

Competitive compensation package with added benefits with the State of Hawaii.  
Salary to commensurate with training and experience.

**Hawaii Public Housing Authority**  
Personnel, Building G  
1002 North School Street  
Honolulu, HI 96817  
**Or Fax: 832-5979**