

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 8006
Class Title: Engineer (Buildings) VI SR-28, BU-23
Proposed Title: Engineer (Buildings) VI / Architect VI, SR-28, BU-23
Department: Accounting and General Services
Division: Public Works
Branch: Planning Branch
Section: DAGS Statewide CIP Section
Geographic Location: Downtown, Oahu

II. INTRODUCTION

The Public Works Division plans, coordinates, organizes, directs, and controls a variety of engineering and architectural services including land acquisition, planning, design, project management, construction inspection, quality control, contracting, construction management, and equipping facilities and improvements for various state agencies; provides technical and analytical assistance to user agencies; and locates, negotiates, and leases office space for user agencies.

The Planning Branch of the Public Works Division provides land acquisition coordination and planning services for public physical facilities; formulates and implements the DAGS' Capital Improvement Project (CIP) budget; reviews office space needs for all departments; and conducts other studies as directed.

The Statewide CIP Section ("Section") provides advance planning, technical, and analytical assistance to client agencies (i.e., other than DAGS and affiliated agencies or programs) by preparing initial cost estimates and schedules for land acquisition coordination phase work, planning phase work, design, construction, and furniture and equipment acquisitions for proposed projects. This includes providing analyses by cost effectiveness, risk, etc., for meeting program space needs and schedules.

The subject position heads the Statewide CIP Section. The essential functions of the subject position include, but are not limited to, maintaining the efficient and effective operation of the Section; coordinating and participating in the development, preparation, and implementation of the CIP budget; conforming to statewide office space and parking standards; planning, overseeing, and participating in the projects assigned to the Section; and supervising the work of the subordinate Engineer (Buildings) Vs and Architect V. The Section primarily services all client agencies other than DAGS, including but not limited to the Judiciary, the Hawaii State Public Library System; the University of Hawaii system; and the Departments of Public Safety; Health; Defense;

Agriculture; Business, Economic Development and Tourism; Commerce and Consumer Affairs; Human Services; Land and Natural Resources; and Transportation.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Statewide CIP Section Project Responsibilities 35%

1. Oversees and/or serves as the project manager for highly sensitive and high profile projects. [1][2]
2. Monitors the status of all projects assigned to the Section. [1][2] The projects assigned to the Section include, but are not limited to: 1) General Planning; 2) Design and Construction; and 3) Land and Building Acquisition. [1][2]
3. Reviews subordinates' submittals, recommends approval/disapproval, and/or performs the applicable project related functions, which include but are not limited to the following: [1][2]
 - Defining the project scope of work;
 - Reviewing available studies and project background;
 - Reviewing design/construction plans and specifications;
 - Coordinating and resolving all land matters and/or zoning issues with the applicable jurisdiction;
 - Reviewing payment requests for land acquisition items for compliance with the DAGS' conditions;
 - Reviewing space assignments and calculations;
 - Determining architectural barriers;
 - Determining telecommunication needs;
 - Coordinating environmental, historic, and cultural significance reviews;
 - Analyzing the aesthetics;
 - Determining the project schedule;
 - Reviewing functional relationship diagrams and other program requirements;
 - Analyzing project cost estimates;
 - Reviewing funding information;
 - Formulates and assists with implementation of the client agency's CIP Expenditure Plan;
 - Reviewing Environmental Impact Study (EIS)/Environmental Assessments (EA)/Exemption Notices;
 - Reviewing negotiated consultant fees;
 - Reviewing consultant contracts; and
 - Addressing other issues necessary to support the initiation and implementation of projects.

4. Oversees and/or prepares plans and specifications for modular furniture and other specialty furniture and equipment related to the design specifications and guidelines for facilities, and addenda to clarify and/or revise bid documents. [1][2] Analyzes bids; settles dispute with assistance from the Attorney General's office; negotiates with suppliers as necessary; recommends the award of the contract; reviews and approves submittals received from the supplier; provides advisory services to resolve furniture and equipment problems; and assists in final inspections. [1][2]
5. Oversees and/or participates in resolving problems with assigned tenants; including validation and adjustment of spaces and assigned areas; relocating agencies out of existing space and into a new location; developing an immediate space needs program to accommodate an agency's needs in interim spaces; and recommending a course of action and/or space assignments to the Comptroller. [1][2]
6. Inspects finished or work in progress for projects statewide which requires operating a motor vehicle to get to and from project sites, attend meetings, etc., or may require inter-island air travel. [1][2]

B. Statewide CIP Section Responsibilities 25%

1. Plans, organizes, and assigns, and reviews the work of the Statewide CIP Section. [1][2]
2. Supervises the preparation of staff study reports on the most economical means for a user agency to resolve technical problems in various user agency facilities. [1][2]
3. Supervises the evaluation of current planning techniques and the modification of these techniques to fit the particular situation. [1][2]
4. Evaluates current work processes and modifies the processes to maximize section efficiency. [1][2]
5. Conducts and participates in staff meetings. [1][2]
6. Supervises the preparation and presents testimony for hearings on legislative bills and resolutions, and drafting of correspondence for Governor's messages on the user agency facilities/programs. [1][2]
7. Prepares and/or reviews drafts of appropriate responses to other government agencies or community groups requesting a response from the Governor, the Comptroller, and the Public Works Administrator. [1][2]

Coordinates with other branches within the Division to prepare the appropriate response if necessary. [1][2]

8. Attends seminars, educational forums, and workshops and disseminates the information to the appropriate section personnel. [1][2]

C. Supervisory Responsibilities 20%

1. Supervises the work of three (3) Engineers (Buildings) V, one (1) Architect V that performs responsible professional engineering/architectural and administrative duties in planning and directing the activities of the Branch. [1][2][3]

Position Title	Position Numbers
Engineer (Bldgs.) V	21362, 21366, 118987
Architect V	44873

2. Prepares individual job performance evaluation reports (Individual Employee Performance Appraisal Summary Reports) for the subordinates to evaluate efficiency, productivity, and job performance; provides guidance and counseling to subordinates on job performance; and formulates training programs as required. [1][2]
3. Reviews and approves time sheets, applications for leaves of absence, and training requests. [1][2]
4. Conducts investigations which may result in disciplinary action, etc. Handles employee grievances in accordance with the collective bargaining agreements. Participates in or provides information for hearings, arbitration proceedings, workers' compensation claims, suspensions, and discharge proceedings. [1]

D. Capital Improvement Project Budget Preparation Responsibilities 15%

1. Coordinates the preparation of an expenditure plan for all CIP funds appropriated for the client agencies' programs and the tracking of allotted and unallotted funds. [1]
2. Oversees the preparation of technical data for the Statewide CIP, coordination with DAGS' client agencies in developing and prioritizing their projects, compilation and preparation of their departmental CIP requests, discussion of funding ceilings with the Department of Budget and Finance, preparation of additional justifications for discussions with the Governor, and the revision of the CIP requests. [1][2]

3. Identifies, reviews the appropriateness of, and recommends the use of various sources of additional project funding, when necessary. [1][2]

E. Miscellaneous Responsibilities 5%

1. Performs other duties as required. [2][3]
2. Assumes the duties and responsibilities of the Public Works Manager when directed; and performs other technical and supervisory duties as required. [1][2][3]
3. Assists and/or acts as back-up to other Engineer/Architect positions within the Section/Branch, as assigned or as required, such as during times of heavy workload, tight deadlines, and prolonged absences or vacancies. [1][2][3]

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this functions.

Evidence Used in Determining Essential Functions Considered:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS OVER THE POSITION

A. Nature of Supervisory Control Exercised Over the Work

This position receives general and technical supervision from the Planning Branch, Public Works Manager, Position No. 10615.

The subject position is delegated considerable authority to work within the broad framework of the Planning Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. The subject position's completed work is reviewed by the supervisor for adequacy in terms of broad objectives and conformance to policy.

B. Nature of Available Guidelines Controlling the Work

The position receives additional guidance from goals, policies, and procedures contained in the Governor's Executive Memoranda and Administrative Directives, State Comptroller's Memoranda, Department of Budget and Finance's guidelines, Public Works Division's Policies and Procedures, the Branch's Operations Memoranda, and rules, regulations, ordinances and laws of the Federal, State, and County governments.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

A current Hawaii State certificate of registration as a professional engineer or architect is required. Must possess a valid license to drive in the State of Hawaii.

VI. **RECOMMENDED QUALIFICATIONS**

- A. 1. Knowledge of: principles and practices of engineering in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the Planning Branch; and principles and practices of supervision.
2. Skills/Abilities: communicate clearly and precisely, both verbally and in writing; interpret contract documents accurately; foster good interpersonal relationships; conduct good interviews; negotiate well; make sound decisions; manage the assigned projects; correlate technical background of experience in engineering theories and practices with knowledge of policy and procedural considerations; participate in high-level discussions with the Planning Branch Chief, other Branch Program Managers, and other officials and specialists; prepare a budget; and operate a motor vehicle.

B. Education/Experience:

Refer to the Minimum Qualification Specifications for the Engineer (Buildings) VI or Architect VI Classes.

C. Highly Desirable Qualifications

The duties and responsibilities of this position include initiating and overseeing the design and construction of assigned projects; investigating site or building conditions to develop the project scope of work; and participating in the final inspection of projects. In order to perform the duties and responsibilities of this position, applicants must be able to ascend and descend ladders of various

heights, stairs, scaffolding, ramps, or other equipment with or without reasonable accommodation.

VII. TOOLS, EQUIPMENT, AND MACHINES

Required to use personal computer hardware, software, computer peripherals, photocopier, scanner, digital camera, and a motor vehicle proficiently.

VIII. WORKING CONDITIONS AND PHYSICAL REQUIREMENTS IDENTIFICATION- SEE SUPPLEMENT TO POSITION DESCRIPTION

Selective Certification Requirement
(Driver's License, Type 3)

I. Position Identification

Dept: <u>Acctg & Gen Svcs</u>	Pos Nos: <u>8006</u>	Division: <u>Public Works</u>
Title: <u>Engineer (Buildings) VI / Architect VI</u>	Branch: <u>Planning Branch</u>	
Worksite: <u>Honolulu, Oahu</u>	Section: <u>Statewide CIP Section</u>	
(Specific Geographic Location)	Unit: <u>N/A</u>	

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): Site assessments and visits for assigned projects. Involves driving rental vehicles on the outer islands.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Various locations throughout all islands.
- c. Purpose of trips Identify and evaluate existing site conditions for consideration in developing project scope of work; monitor progress of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
Need to transport diagnostic and communications equipment; may transport other PWD staff involved in the projects.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available

Task 2 (describe): Attend project-related meetings.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Consultants' offices; various locations throughout all islands.
- c. Purpose of trips Discuss and resolve project-related issues throughout life of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
See Task 1 above.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The requirement to be available on very short notice to meet with clients or consultants is not out of the ordinary. Meetings at project sites require architect to drive to site.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Christine Kinimaka Phone No.: 586-0500
 Official Title: Planning Branch, Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: 10/26/17

Christine Kinimaka
 Signature of Department Head or Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____
 Signature of Department Head or Authorized Representative

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

Date: October 26, 2017

NOTICE OF CLASSIFICATION ACTION

Employee: Joseph Earing Division: Public Works
Branch: Planning Position Number: 8006
Present Class and Pay Grade: Engineer (Bldgs) VI, SR-28

We have completed the analysis of the requested classification action and determined that your position has retained its present classification and pay grade.

If you have any questions about your classification or pay, please contact your supervisor or the Personnel Office. A copy of the class specification for your position is available in your division and in the Personnel Office.

If you believe that your position is improperly classified or priced, you may request an administrative review in accordance with the DAGS Internal Complaint Procedures. Requests must be in writing on the "Request for Administrative Review of Classification Action (DHRD 259)" form and the DAGS Internal Complaint Form, which is available from your division/office. Your request must be submitted **no later than twenty (20) working days** from the date shown on this notice to the Personnel Office at P.O. Box 119, Honolulu, HI 96710. If you need additional information regarding the forms or procedures, please contact the Personnel Office through your Division Head.


Departmental Human Resources Officer

c: ✓ Division Head

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
REQUEST FOR PERSONNEL ACTION**

TO: Personnel Office DATE: 9/19/17
 THROUGH: Administrative Services Office
 FROM: Public Works Division / AGS-221 Planning Branch
 Division or Office/Program Title/Identification (Branch)

PROGRAM REQUEST: (Complete and check all boxes that apply)

8006 Engineer (Buildings) VI / Architect VI, SR-28 Oahu
 Position Number Class Title/Salary Range Island

AVAILABILITY OF FUNDS:

- Available. Account to be charged: G-16-400-M
 Not Applicable. Explain below the proposed means of financing:

RECRUITMENT REQUEST: Date to Fill: _____

- Filling of Permanent Position
 Filling of Temporary or Exempt Position NTE: _____
 Willing to downgrade to _____ level

PREFERRED METHOD OF RECRUITMENT:

- Internal Vacancy Announcement
 Anticipated Vacancy
 HRD Competitive Announcement.
 Indicate Intra, Inter, or Open and justify below.
 _____ No. of eligible requested on HRD List.

By signing below, I certify that: 1) the position description accurately reflects the actual duties performed on the job and identifies the essential functions of the position; and 2) the essential functions support any selective certification requirements.

CLASSIFICATION REQUEST:

- Reallocation of the Position Update of Position Description Abolishment of Position
 Request for New Class Establishment of Vicing Position Other (Describe) _____
 Establishment of New Authorized Position Extension of Temporary Position _____

UAC for new pos: MOF _____ Tran _____ Fund _____ Year _____ Appr _____ Dept _____ Sub _____

REASON FOR RECRUITMENT/CLASSIFICATION REQUEST: (If more space is needed, use reverse side)

Requesting to update Position Description to an Engineer (Buildings) VI / Architect VI

[Signature]
 Program Administrator

SEP 19 2017
 Date

ACTION BY ADMINISTRATIVE SERVICES OFFICE:

- Program Request Reviewed, noted, and forwarded.
 Program Request reviewed and returned without action.
 Comments:

[Signature]
 Business Management Officer

SEP 21 2017
 Date

ACTION BY PERSONNEL OFFICE:

- Internal Vacancy Announcement issued on: _____
 Personnel Action Forms prepared and forwarded on OCT 27 2017 to:
 HRD/ECCD HRD/ESD Other: _____

[Signature]
 Department Personnel Officer

10/26/17
 Date

ACTION BY COMPTROLLER: (If Applicable)

- Approved
 Disapproved

[Signature]
 Comptroller

9/26/17
 Date

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 11850
Class Title: Engineer (Buildings) VI, SR-28, BU-23
Department: Accounting and General Services
Division: Public Works Division
Branch/Office: Staff Services Office
Section: Contracts Section
Geographic Location: Downtown, Oahu

II. INTRODUCTION

The functions of the Public Works Division (PWD) are to plan, coordinate, organize, direct, and control a variety of engineering and architectural activities for all Executive Branch agencies of the State government and, upon request, the State Judiciary; and to direct and control the expenditure of Capital Improvement Program (CIP) project funding released to the department for new construction or renovation of health centers and public facilities. These engineering and architectural activities include land acquisition, planning, and design of new construction and renovation projects, project management, inspection, and quality control. The PWD also provides a centralized statewide program of locating, negotiating, and leasing office space in non-State facilities.

The function of the Staff Services Office (SSO) is to provide various managerial, administrative, and financial management services to the Public Works Administrator (PWA) and other branches in the PWD.

This position directs the activities of the Contracts Section (CS) of the SSO. The CS is responsible for taking construction and furniture and equipment (F&E) projects from advertising through the issuance of the notice to proceed. It also generates all purchase orders (POs), contracts, and contract amendments for the PWD's planning, land acquisition, design, construction, and F&E projects. In order to accomplish its functions, the CS is the public interface for consultants, contractors, and other vendors.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Contracts-Related Activities 30%
1. Review requests for contracts and contract amendments for conformity with statutory and federal requirements as applicable. [1][2]

2. Drafts complex and/or unique contracts with advice from the Attorney General's (AG's) Office. [1][2]
3. Reviews and signs funding forms (Forms C-40, A-47, and C-41). [1][2]
4. Maintains liaison with the Deputy AG for the PWD in the final review as to form of contracts and amendments. [1][2]

B. Construction/Equipment Bid-Related Activities 30%

1. Reviews bid documents, including addenda and bid clarifications, for conformity with statutory and federal requirements, and then provides comments to the project coordinators (PCs) as necessary. [1][2]
2. Determines the contractor's licensing requirements for the project (consulting with the Contractors License Board as required). [1][2]
3. Posts specifications, plans, addenda, and bid clarifications for projects currently out to bid on the PWD website in a timely manner. [1][2]
4. Receives requests for clarification, addresses any questions related to the bidding process or "boiler plate" sections of the project specifications, and routes to the appropriate PC for further processing. [1][2]
5. Addresses questions from contractors, suppliers, etc., regarding the construction bid process which cannot be addressed by the contracts staff by telephone. [1][2]
6. Conducts the bid opening. [1][2]
7. Posts the bid results on the PWD website. [1][2]
8. Evaluates the bids to determine if there are any issues which are cause for rejection and/or require further research or legal counsel to determine the course of action. Determines which bid is the lowest responsive and responsible bid and informs the PC. [1][2]
9. Works with the PC and Deputy AG to address bid protests and fulfills reporting requirements to the State Procurement Office once the protest has been resolved. [1][2]
10. Receives and reviews the recommendation for award of construction contracts. [1][2]

11. Analyzes contractor requests to withdraw bids and makes recommendations to approve or disapprove the requests. [1][2]

C. Division Support Activities 10%

1. Reviews and recommends revisions to the sections of the Design Consultant Criteria Manual for compliance with current practice and regulations as related to the procurement of construction services and equipment. [1][2][3]
2. Writes the solicitation documents for, procures, and contracts for document reproduction services for the PWD. [1][2]

D. Supervisory Responsibilities 20%

1. This position directly supervises the following positions:
Position No. 17012, Contracts Assistant II, SR-15, BU-03
Position No. 36447, Contracts Assistant I, SR-13, BU-03
2. Supervises subordinates, provides training, and answers questions which come up in the day-to-day activities of the CS. [1]
3. Assigns work, answers questions, and briefly checks the work of subordinates in the CS. [1]
4. Monitors staff performance and provides training opportunities for improvement and advancement. [1]

E. Miscellaneous Responsibilities 10%

1. Re-writes the position descriptions for subordinates in the CS to keep those documents up-to-date with the current duties and responsibilities of the positions. [1][2]
2. Prepares interview questions, sets selection criteria, and conducts interviews for the selection of the most qualified applicant whenever there is a vacancy in the CS. [1][2]
3. Performs other duties as requested or assigned. [1][2][3]

- Reasons: [1] The performance of this function is the reason that the job exists.
[2] The number of other employees available to perform this function is limited.
[3] This function is highly specialized and the employee is hired for

special expertise or their ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of this position: the amount of time spent performing each function; the consequences of not requiring a person in this position to perform a function; the work experience of people who have performed the work in the past and work experience of people who currently perform similar work; and the nature of the work operations based on organizational structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work

The position receives general supervision from Position No. 12581, Public Works Manager, EM-07.

The PWM provides general administrative direction. The employee has broad authority for actions, directions, and decisions on technical aspects of the work and for planning and managing the section in the assigned area of responsibility. The employee is expected to manage all aspects of work independently but is expected to inform the PWM when unforeseen events or circumstances require input. The PWM need not check the accuracy of individual work assignments, but does check to make sure that the CS objectives are met.

B. Nature of Available Guidelines Controlling the Work

Policies, procedures, rules, and regulations are available for the administrative, technical, and fiscal aspects of the work assignments. The employee is expected to use discretion and sound judgment in interpreting and applying these guidelines, especially when addressing unique and complex problems. Examples of available guidelines are:

- DAGS and PWD manuals, tables, policies, procedures, and guidelines
- Hawaii Revised Statutes
- Hawaii Administrative Rules
- Session Laws of Hawaii
- State Procurement laws, rules, and regulations
- Executive and Administrative Memoranda
- Collective Bargaining Agreements
- State's Accounting Manual
- State's Personnel Rules
- State Department of Commerce and Consumer Affairs licensing requirements
- State Plan for Emergency Preparedness

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A current State of Hawaii certificate of registration as a professional engineer is required. Must possess a valid license to drive in the State of Hawaii.

VI. RECOMMENDED QUALIFICATIONS

- A. Knowledge: Refer to the specifications for the class of Engineer VI. It is desirable for the applicant to have taken all procurement training applicable to the position including, but not be limited to, contract administration, competitive sealed bids, competitive sealed proposals, professional services, small purchases, exempt procurement, emergency and sole source procurement, construction procurement, Chapter 104, insurance requirements for contracts, reporting and posting awards. Familiarity with common contract requirements associated with use of federal funding and with federal grant agreements.
- B. Skills/Abilities: In addition to those described in the class specifications, should have good oral and writing communication skills, be able to operate a motor vehicle, and keep abreast of changing procurement practices.
- C. Education: Refer to the minimum qualification specifications for the class of Engineer VI.
- D. Experience: Refer to the minimum qualification specifications for the class of Engineer VI.

VII. TOOLS, EQUIPMENT, AND MACHINES

This position is expected to be proficient in the use of general office equipment such as personal computer hardware and software (primarily Microsoft Word and Excel), Microsoft Outlook, the Public Works Project Tracking System, printer, scanner, multi-function copy/facsimile machine, typewriter, calculator, multi-line telephones, and motor vehicle.

POSITION DESCRIPTION

PLANNING COORDINATOR II - SECTION A
ENGINEER V (BUILDING) SR-26I. Introduction:

The position is under the direction of the Planning Branch Chief to accomplish the following tasks: 1) undertake and/or coordinate with consultants on major planning projects, 2) coordinate on a geographic basis all planning efforts undertaken by the Branch, 3) formulate standards of planning for the Branch.

The Coordinator II is delegated the authority to act for the Branch Chief in many matters pertaining to the tasks described above. The position supervises all personnel in Section A.

II. Major Duties and Responsibilities:

- a. Coordinates work of consultants on major planning projects for various user agencies. The types of projects for the Coordinator II include the major master plans for a complex of buildings and master plans for a system of buildings as assigned by the Planning Branch Chief. In this function, the Coordinator will meet and discuss projects with the Consultant, and the User Agency's staff and the public. On Consultant projects, oversees the preparation of reports by the Consultant concerning the needs of the User Agency; arrange and review proposed fees and may negotiate fee as necessary; review preliminary report for objective, reasonable criteria and projections utilized, costs, etc.; reconcile differences in views and comments on the project, and accept final report for the department. In this function, the Coordinator II will supervise the work of the Planning Coordinator I who is delegated the authority to coordinate certain elements of the plan.
- b. Coordinates the review of changes to the State Land Use and County Land Use Maps insofar as they affect the facilities under the jurisdiction of DAGS.
- c. Coordinates the review of proposed highways by the Department of Transportation and proposed drainage plans by the County and Corps of Engineers insofar as they affect the facilities under the jurisdiction of DAGS.
- d. Formulate development standards to guide the design of facilities such as: 1) traffic standards, 2) drainage standards, 3) grading standards, etc.

- e. Supervises the gathering and coordinates the updating of cost data used to prepare cost estimates for budgeting purposes.
- f. Supervises the maintenance of County Detailed Land Use Maps, State Land Use District Maps and County Zoning Maps.
- g. In carrying out his supervisory function, the Planning Coordinator II will exert to some extent certain management functions: planning the work, organizing, staffing, directing and controlling.

III. The Planning Coordinator II is accountable to the Chief, Planning Branch, for all operations in Section A, has considerable delegated authority to work within the broad framework of the Branch's goals and the legal limitations and will be required to report to the Branch Chief only at those times when policy decisions must be made. The goals, policies and procedures of the Branch are contained in the Branch Manual of Operations.

IV. The Planning Coordinator II must have graduated from an accredited college, have professional experiences in the field of Engineering or Architecture and be licensed by the State. He must have at least several or more years experience in a responsible position in planning, designing or constructing of buildings.

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 21362
Class Title: Engineer (Buildings) V
Department of: Accounting and General Services
Division: Public Works
Branch: Planning Branch
Section: Statewide CIP Section
Geographic Location: Downtown (Honolulu), Oahu

II. INTRODUCTION

The Planning Branch (Branch) is one of six branches/offices of the Public Works Division (Division or PWD), Department of Accounting and General Services (Department or DAGS).

The functions of the Branch are to provide land acquisition coordination and planning services for public physical facilities; formulate, consolidate, and implement the Department's CIP budget requests; review and assign office space in DAGS-managed State facilities; conduct environmental and other studies; and prepare investigative reports, as directed.

The Branch is organized into Secretarial Services, the Statewide CIP Section and the DAGS CIP Section. This position is assigned to the Statewide CIP Section (Section).

The functions of the Section are to provide advance planning, technical, and analytical assistance to non-DAGS affiliated agencies or programs, which may include but are not limited to the Judiciary, the Hawaii State Public Library System, the University of Hawaii, and the Departments of Public Safety, Health, Human Services, Defense, Agriculture, Land and Natural Resources, Commerce and Consumer Affairs, and Business, Economic Development and Tourism, in the acquisition of land, and the planning, design and construction of their physical facilities.

The primary function of this position is to plan for the construction and renovation of public physical facilities; initiate and oversee the design and construction of assigned projects; coordinate the acquisition of buildings and sites; and perform other related duties.

III. MAJOR DUTIES AND RESPONSIBILITIES

Primary responsibilities for this position include but are not limited to the following:

Position Description

Position No. 21362, Engineer (Buildings) V

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A. General Planning Projects

50%

- 21362/100 **
1. Prepares project scope of work, cost estimate, project schedule, funding information, Environmental Impact Statement (EIS) Preparation/Finding of No Significant Impact (FONSI)/Exemption Notice, expenditure plan, and other documents necessary to initiate projects to support the future construction/renovation of State facilities and to provide a basis for a comprehensive CIP program and budget [1][2][3].
 2. Reviews the project needs and establishes the general scope of work requirements [1][2][3]. Evaluates and negotiates consultant's fees [1][2][3]. Initiates execution of consultant services contracts [1][2][3]. Arranges and conducts meetings with consultants and user agencies to verify or clarify the scope of work requirements and to resolve any problems [1][2][3].
 3. Administers consultant firm contracts [1][2]. Coordinates and interfaces various consultant studies [1][2][3]. Reviews and provides comments on consultant firm submissions [1][2][3].
 4. Distributes project reports to appropriate persons and organizations [1][2][3]. Reviews and approves consultant payment requests [1][2][3]. Closes the projects [1][2][3].
 5. Processes and/or resolves all zoning matters such as Federal flood boundaries and wetlands, State Land Use District Boundary amendments, County General Plan and Detailed Land Use Map changes, County special design districts and zoning changes, County plan review use and site plan review, County variances and waivers, etc. [1][2][3].

B. Design and Construction Projects

25%

1. Works with user agencies to determine their special facility requirements for various items such as telecommunications (telephone, public address, computers, broadcasts, networking, public access, etc.), security, furniture and equipment, etc. [1][2].
2. Reviews available studies and project background and prepares project scope of work, design, specifications and guidelines for the facility, space assignments, functional relationships, diagrams and other program requirements, costs estimates, project schedule, funding information, EIS/FONSI/Exemption Notice, expenditure plan, and other documents necessary to initiate the design and construction of the project [1][2].

Position Description

Position No. 21362, Engineer (Buildings) V

Page 3

3. Reviews construction plans and specifications for conformance to design specifications and guidelines, space assignments, functional relationship diagrams, architectural barriers, aesthetics, etc. and provides appropriate recommendation to approve or disapprove the plans [1][2].
4. Oversees projects from initiation through design and construction [1][2]. Coordinates with design and construction project managers to ensure projects adhere to established schedules and required design and construction completion schedules in order to meet the users' need dates [1][2]. Provides assistance and direction to the design and construction project managers to resolve/remove problems/obstacles affecting the continuous progress of projects to completion [1][2].
5. Seeks additional funding from user agencies and/or designates additional sources of funds when required [1][2].
6. Reviews and resolves problems with assigned tenants, approves adjustments to spaces and areas assigned, and coordinates the relocation of agencies from an existing space to a new facility [1][2].
7. Participates in the final inspection of projects as requested [1][2].

C. Land and Building Acquisition Projects 15%

1. Prepares and supervises consultants in the preparation of site selection reports and EIS for land acquisition to support the development of user agency facilities [1][2].
2. Coordinates all land matters with the Department of Land and Natural Resources, Attorney General, County and Federal governments, private parties and the State Comptroller [1][2]. Sets acquisition boundaries [1][2]. Coordinates subdivisions and consolidations of land [1][2]. Obtains rights-of-entry and easements [1][2]. Negotiates turn-key projects, development agreements, land and/or building exchanges, transfer of development rights, land price and terms, etc. [1][2]. Reviews appraisal reports and condemnation documents to determine the proper course of action [1][2]. Obtains land titles and executive orders to finalize the acquisition of the properties [1][2].
3. Reviews and processes payment requests for land acquisition items [1][2].

Position Description

Position No. 21362, Engineer (Buildings) V

Page 4

- D. Related Activities 5%
1. Prepares staff study reports on the most economical means for a user agency to resolve technical problems in various facilities [1][2].
 2. Evaluates current planning techniques and modifies these techniques to fit the particular situation [1][2].
 3. Prepares testimonies for hearings on legislative bills and resolutions [1][2]. Drafts correspondence for Governor's referrals on user agencies' facilities/programs [1][2].
 4. Drafts and/or supervises the drafting of appropriate responses to government and community requests, comments, and concerns on various items for signature by the Governor, State Comptroller, and Public Works Administrator [1][2].
- E. Miscellaneous Activities 5%
1. Operates a motor vehicle to attend meetings, visit potential project sites, and independently attend to related tasks not within walking distance from the office; therefore, the incumbent must possess a valid State of Hawaii Driver's License [1][2].
 2. Attends training sessions and professional meetings and seminars on such subjects as supervision, computer usage, planning techniques, user agency planning requirements, report writing, departmental policies and procedures, guidelines from the Department of Budget and Finance, as required to keep current with latest technologies, methods, materials, requirements, etc. [1][2].
 3. Assists the supervisor in training and overseeing the work performance of lower level engineers and student interns assigned to the unit, as directed [1][2].
 4. Coordinates and monitors the work in progress by the consultants [1][2].
 5. Required to work overtime on occasion, and may be required to travel inter-island and out-of-state for training, inspections, information gathering, meetings and other work-related purposes [1][2][3].

6. Assists or acts as back-up to other Engineer and Architect positions in the Branch, or be assigned on temporary assignment to a supervisory position in the Branch, as assigned and as required, such as during times of heavy workload, tight deadlines, vacations, prolonged absences or vacancies [2].
7. Performs other related duties as assigned [2][3].

=====

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform the function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

- A. Supervisor: Position No. 08006 Class Title: Engineer VI
- B. Nature of Supervisory Control Exercised Over the Work

This position is under the general supervision and guidance of the Section Head (Engineer VI), Position Number 08006, Statewide CIP Section. The Section Head sets the framework and objectives of the unit and the position is expected to evaluate and recommend solutions to problems and assignments received.

The position has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy. Work activities will be evaluated in terms of specified performance measurement criteria.

C. Nature of Available Guidelines Controlling the Work

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines, departmental and divisional policies and procedures, procurement laws and directives, and appropriate technical manuals and guidelines are the primary resources/references that control the work.

Amendments and new rules, standards, guidelines, etc. emerge periodically. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing assignments. When the available guidelines are inadequate, the employee is expected to use initiative, originality and judgment in the interpretation, application and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid Hawaii State certificate of registration as a licensed professional Engineer, and a valid State of Hawaii Type 3 driver's license to operate a motor vehicle is required.

VI. RECOMMENDED QUALIFICATIONS

Refer to the Minimum Qualification Specifications for Engineer V class. In addition the following is recommended:

- A. Knowledge: Principles and practices of engineering and architectural disciplines and requirements in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the work in the Planning Branch. Familiarity with procurement code and statutory requirements, state regulatory requirements, ethical standards, licensing board requirements, digital scanning, technical specification writing requirements, standard and business English writing skills; and blueprint reading. Working knowledge of federal, state and local permit and statutory requirements. Working knowledge of personal computers and related software applications for word processing, spreadsheets, database, scheduling, and obtaining work-related information from the Internet.
- B. Skills/Abilities: Ability to present clear and precise written and verbal communication skills in order to interpret documents accurately, foster good interpersonal relationships, negotiate well, make sound decisions, manage assigned projects, correlate technical background of experience in

Position Description

Position No. 21362, Engineer (Buildings) V

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engineering/architectural theories and practices with knowledge of policy and procedural considerations, participate in high-level discussions with the Planning Branch Chief, other Branches' Program Managers and other specialists, the Public Works Administrator, the State Comptroller, and various other public and private individuals, occasionally dealing with difficult issues or precedent-setting topics. Ability to handle sensitive matters, using tact, courtesy, and discretion. In-depth analytical, computational, organizational and time management skills to handle various projects, concurrently and often with short due dates. Ability to remain flexible in a demanding work environment and adapt to rapidly changing technologies and priorities. Ability to conceptualize new ideas quickly. Ability to drive a motor vehicle.

- C. Education: Refer to the minimum qualification specifications for the Engineer V Class.
- D. Experience: Refer to the minimum qualification specifications for the Engineer V Class.

VII. TOOLS, EQUIPMENT AND MACHINES

The incumbent is required to use personal computer hardware, software and peripherals, photocopier, scanner, digital camera, and a motor vehicle proficiently.

Selective Certification Requirement
(Driver's License, Type 3)

I. Position Identification

Dept:	<u>Acctg & Gen Svcs</u>	Pos Nos:	<u>21362</u>	Division:	<u>Public Works</u>
Title:	<u>Engineer V</u>			Branch:	<u>Planning Branch</u>
Worksite:	<u>Honolulu, Oahu</u>			Section:	<u>Statewide CIP</u>
	(Specific Geographic Location)			Unit:	<u>N/A</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 Site assessments and visits for assigned projects. Involves driving rental
(describe): _____
vehicles on the outer islands.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Various locations throughout all islands.
- c. Purpose of trips Identify and evaluate existing site conditions for consideration in developing project scope of work; monitor progress of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
Need to transport diagnostic and communications equipment; may transport other PWD staff involved in the projects.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available

Task 2(describe): Attend project-related meetings.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Consultants' offices; various locations throughout all islands.
- c. Purpose of trips Discuss and resolve project-related issues throughout life of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials.)
See Task 1 above.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The requirement to be available on very short notice to meet with clients or consultants is not out of the ordinary. Meetings at project sites require _____ to drive to site.
engineer

III. Program Resource


Provide the requested information about the person who can be contacted if additional information is needed.

Name: Christine Kinimaka Phone No.: 586-0500
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: JAN 22 2011


Signature of Department Head or Authorized Representative



V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____

Signature of Department Head or Authorized Representative

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
STATE OF HAWAII

7.005

Selective Certification Requirements
for

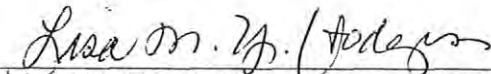
ENGINEER (BUILDING) V
(Position No. 21362)

This position is located in the Department of Accounting and General Services (DAGS), Public Works Division, Planning Branch and is responsible for planning and coordinating the construction and renovation of public physical facilities. The duties and responsibilities of this position include initiating and overseeing the design and construction of assigned projects; investigating site or building conditions to develop the project scope of work; and participating in the final inspection of projects.

In order to perform the duties and responsibilities of this position, applicants must be able to ascend and descend ladders of various heights, stairs, scaffolding, ramps, or other equipment.

Therefore, certification of eligibles for this position shall be restricted to applicants who meet the minimum qualification requirements for the class Engineer V, and are able to ascend and descend ladders of varying heights, stairs, scaffolding, ramps, or other equipment with or without reasonable accommodation.

DATE APPROVED: 3/4/14


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development

June 29, 2000

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 21366
Current Class Title: Buildings Engineer V
Department of: Accounting and General Services
Division: Public Works
Branch: Planning
Section: Education
Geographic Location: Honolulu (Downtown), Hawaii

II. INTRODUCTION

The Planning Branch is one (1) of seven (7) branches that comprise the Public Works Division. The Planning Branch is organized into three (3) sections: Secretarial Services, Education and General Government. The functions of the Planning Branch are to coordinate land acquisition, provide planning services for the public physical facilities, formulate and implement the Department's Capital Improvement Project (CIP) budget requests, review office space needs for all departments, and conducts other studies as directed.

The Education Section provides technical, planning and coordination services to user agencies such as the Departments of Budget and Finance, Education, Health, Defense, Agriculture, Business and Economic Development and Tourism, and Commerce and Consumer Affairs, and the University of Hawaii, in their acquisition of land, planning, design and construction of their physical facilities.

The primary function of this position is to plan for the construction and renovation of public physical facilities; initiate and oversee the design and construction of the assigned projects; coordinate the acquisition of buildings and sites; and perform other related activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Design and Construction Projects 50%
1. Works with user agencies to determine their special office requirements for various items such as telecommunications (telephone, public address, computers, broadcasts, networking, public access, etc.), security, furniture and equipment, etc.
[1][2].

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DAGS
PERSONNEL OFFICE

2. Reviews available studies and project background and prepares project scope of work, design specifications and guidelines for the facility, space assignments, functional relationships, diagrams and other program requirements, cost estimate, project schedule, funding information, Environmental Impact Statement (EIS)/Negative Declaration/Exemption Notice, expenditure plan, and other documents necessary to initiate the design and construction the project [1][2].
3. Reviews construction plans and specifications for conformance to design specifications and guidelines, space assignments, functional relationship diagrams, architectural barriers, aesthetics, etc. and provides appropriate recommendation to approve or disapprove the plans [1][2].
4. Controls projects from initiation through design and construction [1][2]. Coordinates with design and construction project managers to ensure projects adhere to established schedules and required design and construction completion schedules in order to meet the users' need dates [1][2]. Provides assistance and direction to the design and construction project managers to resolve/remove problems/obstacles affecting the continuous progress of projects to completion [1][2].
5. Seeks additional funding from user agencies and/or designates additional source of funds when required [1][2].
6. Reviews and resolves problems with assigned tenants, approves adjustments to spaces and areas assigned, and coordinates the relocation of agencies from an existing space to a new facility [1][2].
7. Participates in the final inspection of projects as requested [1][2].

B. General Planning Projects

25%

1. Prepares project scope of work, cost estimate, project schedule, funding information, EIS Preparation/Negative Declaration/Exemption Notice, expenditure plan, and other documents necessary to

initiate projects to support the future construction/renovation of DAGS facilities and to provide the basis for a comprehensive CIP program and budget [1][2].

2. Reviews the project needs, sets the scope of work [1][2]. Evaluates and negotiates consultant's fees [1][2]. Initiates execution of a contract [1][2]. Arranges and conducts meetings with consultants and user agencies to clarify the scope of work and to resolve any problems [1][2].
3. Administers consultant contracts [1][2]. Coordinates and interfaces various consultant studies [1][2]. Reviews and provides comments on consultants' submissions [1][2]. Recommends approval of final report [1][2]. Distributes the report to appropriate people and organizations [1][2]. Reviews and approves all the payment requests [1][2]. Closes the projects [1][2].
4. Processes and/or revolves all zoning matters such as Federal flood boundaries and wetlands, State Land Use District Boundary amendments, County General Plan and Detailed Land Use Map changes, County special design districts and zoning changes, County plan review use and site plan review, County variances and waivers, etc. [1][2].

C. Land and Building Acquisitions Projects 15%

1. Prepares and supervises consultants in the preparation of site selection reports and EIS for land acquisition to support the development of user agency facilities [1][2].
2. Coordinates all land matters with the Department of Land and Natural Resources, Attorney General, County and Federal governments, private parties and the State Comptroller [1][2]. Sets acquisition boundaries [1][2]. Coordinates subdivisions and consolidations of land [1][2]. Obtains right-of-entries and easements [1][2]. Negotiates turn-key projects, development agreements, land and/or building exchanges, transfer of development rights, land price and terms, etc. [1][2]. Reviews appraisal reports and condemnation documents to determine the proper course of actions [1][2]. Obtains land titles and executive orders to finalize the acquisition of the properties [1][2].

3. Reviews and processes payment requests for land acquisition items [1][2].

D. Related Activities

5%

1. Prepares staff study reports on the most economical means for a user agency to resolve technical problems in various facilities [1][2].
2. Evaluates current planning techniques and modifies these techniques to fit the particular situation [1][2].
3. Prepares testimonies for hearings on legislative bills and resolutions [1][2]. Drafts correspondence for Governor's referrals on the user agency facilities/programs [1][2].
4. Drafts and/or supervises the drafting of appropriate responses to government and community requests, comments, and concerns on various items for signature by the Governor, State Comptroller, and Public Works Administrator [1][2].

E. Miscellaneous Activities

5%

1. Attends training sessions such as supervision, computer usage, planning techniques, user agency planning requirements, report writing, departmental policies and procedures, guidelines from the Department of Budget and Finance [1][2].
2. Assists the supervisor in overseeing the work performance of lower level engineers and student interns assigned to the unit [1][2].
3. Coordinates and monitors the work in progress by the consultants [1][2].
4. Performs other related duties as assigned.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.

- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS
CONSIDERED:**

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 8006
Class Title: Engineer (Buildings) VI

B. Nature of Supervisory Control Exercised Over the Work.

The employee has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy.

C. Nature of Available Guidelines Controlling the Work.

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines. Departmental and divisional policies and procedures, Procurement Laws and Directives, Department of Education's Educational Specifications and Standards for Facilities, and appropriate technical manuals and guidelines.

The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing the assigned projects. When the available guidelines are inadequate, the employee is expected to use initiatives, originality and judgment in the interpretation, application and adaptation of standard

guides to varying situations and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A valid Hawaii State certificate of registration as a professional engineer, and a valid Hawaii State Type 3 Driver's license.

VI. RECOMMENDED QUALIFICATIONS

- A. Knowledge: Principles and practices of engineering and architecture in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the Planning Branch and principles and practices of supervision.
- B. Skills/Abilities: Communicate clearly and precisely, both verbally and in writing; interpret contract documents accurately; foster good interpersonal relationships; conduct good interviews; negotiate well; make sound decisions; manage the assigned projects; correlate technical background of experience in engineering/architectural theories and practices with knowledge of policy and procedural considerations; participate in high-level discussions with the Planning Branch Chief, other Branch Program Managers, and other specialists; and operate a motor vehicle.
- C. Education: Refer to the minimum qualification specifications for the Engineering Series.
- D. Experience: Refer to the minimum qualification specifications for the Engineering Series.

VII. TOOLS, EQUIPMENT AND MACHINES

Motor Vehicles

Selective Certification Requirement
(Driver's License, Type 3)

DHRD 234

I. Position Identification

Dept DAGS Pos. No. 21366 Division Public Works
Title Engineer (Buildings) V, IV and III Branch Planning
Worksite Honolulu Section Education
(Specific geographic location) Unit _____

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): Site visits for assigned projects. Involves U-drive vehicle on outer islands.

- a. Frequency of trips Could be as frequent as once a week, as required by project.
- b. Destination of trips Various locations throughout all islands.
- c. Purpose of trips Identify and evaluate existing site conditions for consideration in developing project scope of work.
- d. Special circumstances, if any, (e.g., need to transport others or materials) Not applicable.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available.

- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available.

Task 2 (describe): Attend project related meetings.

- a. Frequency of trips Could be as frequent as once a week, as required by each assigned project.
- b. Destination of trips Various locations throughout the islands.
- c. Purpose of trips Discuss and resolve project related issues throughout life of project.
- d. Special circumstances, if any, (e.g., need to transport others or materials) None
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available.

- f. (1) Are other staff available to perform the driving? Yes No
- (2) Reason for selection of this position if other staff are available.

Provide any other information which demonstrates and explains the need for a driver's license for the position The requirement to be available on very short notice to meet with clients or consultants is not out of the ordinary. Meetings at project site require engineer to drive to site.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name Tadashi Yoshizawa Phone No. 586-0500

Official Title Chief, Planning Branch, Public Works Division

IV. Department Certification and Authorization

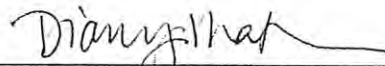
The essential duties of this position, as described above, involve driving a motor vehicle.

These assigned duties are hereby incorporated into the official position description of the position.

Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

JUL - 1 2000

DATE APPROVED: _____



Signature of Department Head or
Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____

Signature of Department Head or
Authorized Representative

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 44093
Current Class Title: Architect V
Department of: Accounting and General Services
Division: Public Works Division
Branch: Planning Branch
Section: DAGS CIP Section
Geographic Location: Downtown (Honolulu), Hawaii

II. INTRODUCTION

The Planning Branch (DAGS-PWD/PB) is one (1) of six (6) branches that comprise the Public Works Division (PWD), Department of Accounting and General Services (DAGS).

The primary functions of the DAGS-PWD/PB are to initiate projects assigned to PWD; provide land acquisition coordination and planning services for public physical facilities; formulate, consolidate, and implement DAGS's Capital Improvement Program (CIP) budget requests; review and assign office space in DAGS-managed State facilities; conduct master planning, energy, environmental and other studies; and prepare investigative and other reports, as directed.

The DAGS-PWD/PB is organized into three (3) sections: Secretarial Services; the DAGS CIP; and the Statewide CIP. This position is assigned to the DAGS CIP Section. As a PWD DAGS CIP resource, the position shall provide planning and budget-related recommendations, expertise, advice, and budget tracking of DAGS CIP projects and initiatives for the DAGS-PWD/PB and the PWD, as assigned.

The functions of the DAGS CIP Section include coordination and land acquisition-related work for DAGS-managed facilities; coordination for planning-related services needed to construct new DAGS facilities or to improve or renovate existing DAGS-managed facilities; coordination, formulation, and implementation of DAGS CIP budget requests; development of preliminary CIP budget estimates on anticipated land acquisition/planning/design/construction costs for all DAGS offices and attached or affiliated agencies; development, coordination, and implementation of the overall planning and budget-related DAGS CIP program requirements; reviewing and making recommendations on office space needs for all State agencies requesting office space assignments and re-assignments in DAGS-managed State facilities; and conducting other planning-related engineering studies such as utility infrastructure system study, drainage study, topographic survey, traffic study, etc., and technical assessments such as Phase I or Phase II site environmental assessments, lead paint or asbestos materials survey, historical or archeological surveys, soil borings, etc.

Position Description

Architect V, Position No. 44093

Page 2

The functions of this DAGS-PWD/PB position are to assume primary responsibility for overall planning and budget-related development, coordination, and implementation of the DAGS CIP program requirements for DAGS offices and attached programs. This includes (but is not limited to) participation on DAGS PWD/Technical Services Office's (DAGS PWD/TSO) efforts to draft and update guidelines for the DAGS Design Consultant Criteria Manual (DCCM) requirements, and compiling DAGS CIP project data in annual report submittals to DAGS and attached programs.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Design and Construction Projects for DAGS-Managed Facilities 60%

1. Under direction of the supervisor, assist the DAGS and PWD administration, other DAGS offices (e.g., Administrative Services Office, Central Services Division, District Offices, etc.) and attached or affiliated DAGS programs (e.g., Aloha Stadium, State Foundation on Culture and the Arts, etc.) to clarify, verify, and apply the DAGS CIP program requirements. [1][2][3]
2. Assist with reviews, available studies, background reference information, and participates with the development of project scope of work requirements, design specification and/or guidelines on DAGS CIP requirements for all ongoing and future DAGS CIP projects. [1][2][3]
3. Reviews construction plans and specifications to assist DAGS-PWD/TSO for overall conformance with the DAGS CIP requirements design specifications, and/or guidelines on DAGS CIP requirements etc. and provides appropriate recommendations. [1][2][3]
4. Monitors all assigned DAGS CIP projects' budgets from initiation through design and construction. [1][2][3] Provides timely guidance and direction on CIP funding issues to the DAGS design and construction project managers to facilitate resolution or removal of problems and obstacles affecting the continuous progress of DAGS CIP projects to completion. [1][2][3] Compiles performance information on completed DAGS CIP projects for annual reports for designated persons or entities. [1][2][3]
5. Coordinates as assigned DAGS requests for additional CIP funding for DAGS CIP projects and/or identifies additional funding source(s) for DAGS CIP projects, when required. [1][2][3]
6. Participates in the final inspection of assigned DAGS CIP projects, as requested. [1][2][3]

B. General Planning Projects

15%

1. Prepares project scope of work, cost estimate, project schedule, funding information, EIS Preparation/Negative Declaration/Exemption Notice, expenditure plan, and other documents necessary to initiate DAGS CIP projects in compliance with the DAGS administration's goals and objectives for the DAGS CIP requirements. [1][2][3]
2. Reviews the DAGS CIP project needs and establishes the general scope of work requirements. [1][2][3] Evaluates and negotiates specialty consultant fees. [1][2][3] Initiates execution of consultant services contracts. [1][2][3] Arranges and conducts meetings with consultant firm(s) and DAGS offices and attached or affiliated agencies to verify or clarify the DAGS CIP plan scope of work requirements and to resolve any problems. [1][2][3]
3. Administers consultant firm contracts. [1][2] Coordinates and interfaces with various consultant studies. [1][2][3] Reviews and provides comments on specialty consultant firm submissions. [1][2][3]
4. Compiles and reviews annual CIP-related reports (as applicable). [1][2][3] Distributes annual report with DAGS CIP project status information to appropriate parties. [1][2][3] Reviews and approves consultant firm(s) payment requests. [1][2][3] Closes the projects. [1][2][3]
5. Processes and/or resolves all zoning matters impacting assigned DAGS CIP projects, such as Federal flood boundaries and wetlands, State Land Use District Boundary amendments, County General Plan and Detailed Land Use Map changes. County special design districts and zoning changes, County plan review use and site plan review, County variances and waivers, etc. [1][2][3]

C. Land and Building Acquisitions Projects

10%

1. Prepares and supervises consultants in the preparation of site selection reports and EIS for land acquisition to support the development of DAGS CIP projects. [1][2][3]
2. Coordinates all land matters impacting assigned DAGS CIP projects with the Department of Land and Natural Resources, Attorney General, County and Federal governments, private parties and the State Comptroller. [1][2][3] Sets acquisition boundaries, coordinates subdivisions and consolidations of land, and obtains right-of-entries and easements for DAGS CIP projects.

[1][2][3] Negotiates turn-key projects, development agreements, land and/or building exchanges, transfer of development agreements, land and/or building exchanges, transfer of development rights, land price and terms, etc. for DAGS CIP projects. [1][2][3]. Reviews appraisal reports and condemnation documents to determine the proper course of action for DAGS CIP projects. [1][2][3] Obtains land titles and executive orders to finalize the acquisition of properties for DAGS CIP projects. [1][2][3]

3. Reviews and processes payment requests for land acquisition items related to DAGS CIP projects. [1][2][3]

D. Related Activities

10%

1. Coordinates with PWD/TSO's staff, on the in-house preparation of the Design Consultant Criteria Manual (DCCM) guidelines or technical-based reports that could be used to identify the most economical alternatives that address or resolve "energy conservation, energy efficiency, LEED certification-related technical problems, etc." for DAGS CIP projects. [1][2][3]
2. Reviews and evaluates planning techniques utilized in the development of the DAGS CIP requirements and modifies these techniques to fit the DAGS administration's goals and objectives. [1][2][3]
3. Prepares draft DAGS testimonies for hearings on legislative bills and resolutions that impact the DAGS CIP requirements. [1][2][3] Drafts correspondence for Governor's referrals involving impacts to the DAGS CIP requirements for DAGS-managed facilities. [1][2][3]
4. Drafts and/or supervises the drafting of appropriate responses to government and community requests, comments, and concerns on various items involving planning and budget-related issues for the DAGS CIP requirements for signature by the Governor, State Comptroller, and/or Public Works Administrator. [1][2][3]

E. Miscellaneous Activities

5%

1. Attends training sessions on topics such as supervision, computer software programs and usage, planning techniques, user agency planning requirements, report writing, departmental policies and procedures, guidelines from the Department of Budget and Finance, Department of Business and Economic Development and Tourism, etc. [1][2]

2. Operates a motor vehicle to attend meetings, visit potential project sites, and independently attend to related tasks not within walking distance from the office; therefore, the incumbent must possess a valid State of Hawaii Driver's license. [1][2]
3. Assists the supervisor in training and overseeing the work performance of lower level engineers, architects, and student interns assigned to the unit, as directed. [1][2]
4. Coordinates and monitors the work in progress by consultant firms for DAGS CIP projects. [1][2][3]
5. Required to work overtime on occasion, and may be required to travel inter-island and out-of-state for training, inspections, information gathering, meetings, and other work-related purposes. [1][2][3]
6. Assists other engineer and architect positions in the DAGS-PWD/PB, and may be assigned on a temporary basis to a supervisory position in the DAGS-PWD/PB, as required, during such times of heavy workload, tight deadlines, vacations/illnesses of others, prolonged absences or vacancies, special projects, etc. [2]
7. Performs other related duties as assigned. [2][3]

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 111850 Class Title: Engineer (Buildings) VI

B. Nature of Supervisory Control Exercised Over the Work.

The employee has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy.

C. Nature of Available Guidelines Controlling the Work.

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines. Departmental and divisional policies and procedures, Procurement Laws and Directives, DAGS administration goals and objectives for the DAGS Energy Plan program requirements and appropriate technical manuals and guidelines.

The employee is expected to follow and apply pertinent laws, rules, regulations, and guidelines in completing the assigned projects. When the available guidelines are inadequate, the employee is expected to use initiative, originality and informed judgment in the interpretation, application and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A valid Hawaii state certificate of registration as a Professional Architect, and a valid license to drive in the State of Hawaii.

VI. RECOMMENDED QUALIFICATIONS

Knowledge: Principles and practices of engineering and architecture in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the Planning Branch and principles and practices of supervision.

Position Description

Architect V, Position No. 44093

Page 7

Skills/Abilities: Communicate clearly and precisely, both verbally and in writing; interpret contract documents accurately; foster good interpersonal relationships; conduct good interviews; negotiate well; make sound decisions; manage the assigned projects; correlate technical background of experience in engineering/architectural theories and practices with knowledge of policy and procedural considerations; participate in high-level discussions with the Planning Branch Chief, other Branch Programs Managers, and other specialists; and operate a motor vehicle. Able to climb ladders and stairs to get to roofs, basements, and unfinished floors, and have sufficient eyesight to accurately take and record monitor readings.

Education: Refer to the Minimum Qualification Specifications for the Architect V Class.

Experience: Refer to the Minimum Qualification Specifications for the Architect V Class.

VII. TOOLS, EQUIPMENT AND MACHINES

Position required ability to operate/use a vehicle, computer, facsimile machine, printer, copy machine, camera, and other tools and equipment that may become necessary to complete a project assignment.

Selective Certification Requirement
(Driver's License, Type 3)

I. Position Identification

Dept:	<u>Acctg & Gen Svcs</u>	Pos Nos:	<u>44093</u>	Division:	<u>Public Works</u>
Title:	<u>Architect V</u>			Branch:	<u>Planning Branch</u>
Worksite:	<u>Honolulu, Oahu</u>			Section:	<u>DAGS CIP Section</u>
	(Specific Geographic Location)			Unit:	<u>N/A</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 (describe): Site assessments and visits for assigned projects. Involves driving rental vehicles on the outer islands.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Various locations throughout all islands.
- c. Purpose of trips Identify and evaluate existing site conditions for consideration in developing project scope of work; monitor progress of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
Need to transport diagnostic and communications equipment; may transport other PWD staff involved in the projects.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available

Task 2(describe): Attend project-related meetings.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Consultants' offices; various locations throughout all islands.
- c. Purpose of trips Discuss and resolve project-related issues throughout life of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
See Task 1 above.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The requirement to be available on very short notice to meet with clients or consultants is not out of the ordinary. Meetings at project sites require architect to drive to site.

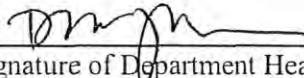
III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Joseph Earing Phone No.: 586-0500
Official Title: Acting Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE APPROVED: JUN 23 2015 
Signature of Department Head or Authorized Representative



V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____
Signature of Department Head or Authorized Representative

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
STATE OF HAWAII

7.424

Selective Certification Requirements
for

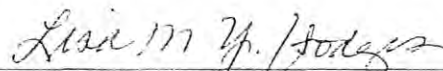
ARCHITECT V
(Position No. 44093)

This position is located in the Department of Accounting and General Services (DAGS), Public Works Division, Planning Branch and is responsible for planning, coordinating and implementing DAGS Capital Improvement Program (CIP) requirements. The duties and responsibilities of this position include inspecting the construction of buildings, roofs, cell towers, etc.; and investigating the condition of buildings, facilities (e.g., Aloha Stadium) and other structures.

In order to perform the duties and responsibilities of this position, applicants must be able to ascend and descend ladders of various heights, stairs, scaffolding, ramps, or other equipment.

Therefore, certification of eligibles for this position shall be restricted to applicants who meet the minimum qualification requirements for the class Architect V, and are able to ascend and descend ladders of varying heights, stairs, scaffolding, ramps, or other equipment with or without reasonable accommodation.

DATE APPROVED: 11/3/14


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development

Present	1. Department/Division/Branch/Section/Unit DAGS/Public Works/Planning/DAGS CIP		2. Position No. 44873
	3. Auth Job Code 7005	4. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Engineer (Bldgs) V, SR-26, BU-13	5. Pseudo No.
	6. Curr Job Code 7005	7. Current Class Title Engineer (Bldgs) V	8. Legal Authority
9. Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) 7424, Architect V, SR-26, BU-13			

10. "I certify that I have reviewed the duties and responsibilities assigned to this position."
 Vacant
 Signature of Incumbent _____ Date _____
 Vacant
 Name of Incumbent _____

11. "I certify that the attached is a complete and accurate description of the duties and responsibilities of this position."
 Signature of Supervisor: Joseph M. Ewing Date: 4/6/16
 Signature of Division Chief: Brett M. O... Date: APR 07 2016
 Supervisor's Position No.: 8006

12. Type of Action a. <input type="checkbox"/> New <input checked="" type="checkbox"/> Redescriptn <input type="checkbox"/> Convers Vicing for _____ Replaced Pos. No. _____ <input type="checkbox"/> Exempt to CS <input type="checkbox"/> CS to Exempt <input type="checkbox"/> Reclass - EE Qualifications (REE) b. <input type="checkbox"/> Reallocation for Recruitment (RFR) <input type="checkbox"/> Temporary Reallocation <input type="checkbox"/> Start <input type="checkbox"/> Ext. <input type="checkbox"/> Term Eff Date _____ NTE Date _____ c. <input type="checkbox"/> Extension of Position Eff Date _____ NTE Date _____ d. <input type="checkbox"/> Abolish Abolish COB Dt _____ HRMS Eff Date _____ e. <input type="checkbox"/> Change Characteristics (List them below) _____		13. Position Characteristics a. Type of Position <input checked="" type="checkbox"/> Civil Service <input type="checkbox"/> Exempt Basis for Exemption From HRS, 76-16 () () To HRS, 76-16 () () Supporting Legal Authority _____ Project Title _____ Exemption NTE Date _____ b. Duration <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary Initial NTE Date _____ c. Budgeted <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No CIP d. Authorized FTE From _____ To <u>0.000</u> e. Current FTE From _____ To <u>1.000</u> f. Employment Status <input type="checkbox"/> Filled <input checked="" type="checkbox"/> Vacant g. FLSA Status <input type="checkbox"/> FLSA Exempt <input type="checkbox"/> FLSA Non-Exempt <input type="checkbox"/> FLSA Excluded		14. Location/Other Characteristics a. Org Code _____ b. Geographic Location Code _____ c. Island _____ d. <input type="checkbox"/> Shift e. <input type="checkbox"/> FTE Share, w/Pos. No. _____ f. <input checked="" type="checkbox"/> Shortage & Group <u>ARC</u> g. <input checked="" type="checkbox"/> Selective Certification <u>DL3; SE</u> h. <input type="checkbox"/> Consent Decree/Mandated Action (Please specify) _____ 15. Date Recvd in Personnel Office <u>4/8/16</u> Eff Date _____	
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16. Appropriation						
Prqm Bud ID	MOF	UAC	%	Funded	Effective Date	

17. Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) (for PERS use only)

Approved (for PERS use only)	18. Department/Division/Branch/Section/Unit		19. Effective Date
	20. Auth Job Code 07424	21. Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) Architect V, SR-26, BU:13	22. Effective Date 5/1/16
	23. Curr Job Code	24. Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	25. Effective Date

26. Employing Department Action Approved Disapproved
 Redescribe from Engineer V to Architect V
 Signature of Department Head: _____ Date: 4/20/15

27. Human Resources Development Action Approved Disapproved
 Signature of Director of Human Resources Development: _____ Date: 4/20/16

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 44873
Class Title: Architect V
Department of: Accounting and General Services
Division: Public Works
Branch: Planning Branch
Section: Statewide CIP Section
Geographic Location: Downtown (Honolulu), Oahu

II. INTRODUCTION

The Planning Branch (Branch) is one of six branches/offices of the Public Works Division (Division or PWD), Department of Accounting and General Services (Department or DAGS).

The functions of the Branch are to provide land acquisition coordination and planning services for public physical facilities; formulate, consolidate, and implement the Department's CIP budget requests; review and assign office space in DAGS-managed State facilities; conduct environmental and other studies; and prepare investigative reports, as directed.

The Branch is organized into Secretarial Services, the Statewide CIP Section and the DAGS CIP Section. This position is assigned to the Statewide CIP Section (Section).

The functions of the Section are to provide advance planning, technical, and analytical assistance to non-DAGS affiliated agencies or programs, which may include but are not limited to the Judiciary, the Hawaii State Public Library System, the University of Hawaii, and the Departments of Public Safety, Health, Human Services, Defense, Agriculture, Land and Natural Resources, Commerce and Consumer Affairs, and Business, Economic Development and Tourism, in the acquisition of land, and the planning, design and construction of their physical facilities.

The primary function of this position is to plan for the construction and renovation of public physical facilities; initiate and oversee the design and construction of assigned projects; coordinate the acquisition of buildings and sites; and perform other related duties.

III. MAJOR DUTIES AND RESPONSIBILITIES

Primary responsibilities for this position include but are not limited to the following:

A. General Planning Projects 50%

1. Prepares project scope of work, cost estimate, project schedule, funding information, Environmental Impact Statement (EIS) Preparation/Finding of No Significant Impact (FONSI)/Exemption Notice, expenditure plan, and other documents necessary to initiate projects to support the future construction/renovation of State facilities and to provide a basis for a comprehensive CIP program and budget [1][2][3].
2. Reviews the project needs and establishes the general scope of work requirements [1][2][3]. Evaluates and negotiates consultant's fees [1][2][3]. Initiates execution of consultant services contracts [1][2][3]. Arranges and conducts meetings with consultants and user agencies to verify or clarify the scope of work requirements and to resolve any problems [1][2][3].
3. Administers consultant firm contracts [1][2]. Coordinates and interfaces various consultant studies [1][2][3]. Reviews and provides comments on consultant firm submissions [1][2][3].
4. Distributes project reports to appropriate persons and organizations [1][2][3]. Reviews and approves consultant payment requests [1][2][3]. Closes the projects [1][2][3].
5. Processes and/or resolves all zoning matters such as Federal flood boundaries and wetlands, State Land Use District Boundary amendments, County General Plan and Detailed Land Use Map changes, County special design districts and zoning changes, County plan review use and site plan review, County variances and waivers, etc. [1][2][3].

B. Design and Construction Projects 25%

1. Works with user agencies to determine their special facility requirements for various items such as telecommunications (telephone, public address, computers, broadcasts, networking, public access, etc.), security, furniture and equipment, etc. [1][2].
2. Reviews available studies and project background and prepares project scope of work, design, specifications and guidelines for the facility, space assignments, functional relationships, diagrams and other program requirements, costs estimates, project schedule, funding information, EIS/FONSI/Exemption Notice, expenditure plan, and other documents necessary to initiate the design and construction of the project [1][2].

3. Reviews construction plans and specifications for conformance to design specifications and guidelines, space assignments, functional relationship diagrams, architectural barriers, aesthetics, etc. and provides appropriate recommendation to approve or disapprove the plans [1][2].
4. Oversees projects from initiation through design and construction [1][2]. Coordinates with design and construction project managers to ensure projects adhere to established schedules and required design and construction completion schedules in order to meet the users' need dates [1][2]. Provides assistance and direction to the design and construction project managers to resolve/remove problems/obstacles affecting the continuous progress of projects to completion [1][2].
5. Seeks additional funding from user agencies and/or designates additional sources of funds when required [1][2].
6. Reviews and resolves problems with assigned tenants, approves adjustments to spaces and areas assigned, and coordinates the relocation of agencies from an existing space to a new facility [1][2].
7. Participates in the final inspection of projects as requested [1][2].

C. Land and Building Acquisition Projects 15%

1. Prepares and supervises consultants in the preparation of site selection reports and EIS for land acquisition to support the development of user agency facilities [1][2].
2. Coordinates all land matters with the Department of Land and Natural Resources, Attorney General, County and Federal governments, private parties and the State Comptroller [1][2]. Sets acquisition boundaries [1][2]. Coordinates subdivisions and consolidations of land [1][2]. Obtains rights-of-entry and easements [1][2]. Negotiates turn-key projects, development agreements, land and/or building exchanges, transfer of development rights, land price and terms, etc. [1][2]. Reviews appraisal reports and condemnation documents to determine the proper course of action [1][2]. Obtains land titles and executive orders to finalize the acquisition of the properties [1][2].
3. Reviews and processes payment requests for land acquisition items [1][2].

- D. Related Activities 5%
1. Prepares staff study reports on the most economical means for a user agency to resolve technical problems in various facilities [1][2].
 2. Evaluates current planning techniques and modifies these techniques to fit the particular situation [1][2].
 3. Prepares testimonies for hearings on legislative bills and resolutions [1][2]. Drafts correspondence for Governor's referrals on user agencies' facilities/programs [1][2].
 4. Drafts and/or supervises the drafting of appropriate responses to government and community requests, comments, and concerns on various items for signature by the Governor, State Comptroller, and Public Works Administrator [1][2].
- E. Miscellaneous Activities 5%
1. Operates a motor vehicle to attend meetings, visit potential project sites, and independently attend to related tasks not within walking distance from the office; therefore, the incumbent must possess a valid State of Hawaii Driver's License [1][2].
 2. Attends training sessions and professional meetings and seminars on such subjects as supervision, computer usage, planning techniques, user agency planning requirements, report writing, departmental policies and procedures, guidelines from the Department of Budget and Finance, as required to keep current with latest technologies, methods, materials, requirements, etc. [1][2].
 3. Assists the supervisor in training and overseeing the work performance of lower level engineers, architects and student interns assigned to the unit, as directed [1][2].
 4. Coordinates and monitors the work in progress by the consultants [1][2].
 5. Required to work overtime on occasion, and may be required to travel inter-island and out-of-state for training, inspections, information gathering, meetings and other work-related purposes [1][2][3] .

6. Assists or acts as back-up to other Engineer and Architect positions in the Branch, or be assigned on temporary assignment to a supervisory position in the Branch, as assigned and as required, such as during times of heavy workload, tight deadlines, vacations, prolonged absences or vacancies [2].
7. Performs other related duties as assigned [2][3].

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform the function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. 08006 Class Title: Engineer VI

B. Nature of Supervisory Control Exercised Over the Work

This position is under the general supervision and guidance of the Section Head (Engineer VI), Position Number 08006, Statewide CIP Section. The Section Head sets the framework and objectives of the unit and the position is expected to evaluate and recommend solutions to problems and assignments received.

The position has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy. Work activities will be evaluated in terms of specified performance measurement criteria.

C. Nature of Available Guidelines Controlling the Work

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines, departmental and divisional policies and procedures, procurement laws and directives, and appropriate technical manuals and guidelines are the primary resources/references that control the work.

Amendments and new rules, standards, guidelines, etc. emerge periodically. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing assignments. When the available guidelines are inadequate, the employee is expected to use initiative, originality and judgment in the interpretation, application and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

A valid Hawaii State certificate of registration as a licensed professional Architect, and a valid license to drive in the State of Hawaii.

VI. **RECOMMENDED QUALIFICATIONS**

Refer to the Minimum Qualification Specifications for Architect V class. In addition the following is recommended:

- A. Knowledge: Principles and practices of engineering and architectural disciplines and requirements in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the work in the Planning Branch. Familiarity with procurement code and statutory requirements, state regulatory requirements, ethical standards, licensing board requirements, digital scanning, technical specification writing requirements, standard and business English writing skills; and blueprint reading. Working knowledge of federal, state and local permit and statutory requirements. Working knowledge of personal computers and related software applications for word processing, spreadsheets, database, scheduling, and obtaining work-related information from the Internet.
- B. Skills/Abilities: Ability to present clear and precise written and verbal communication skills in order to interpret documents accurately, foster good interpersonal relationships, negotiate well, make sound decisions, manage assigned projects, correlate technical background of experience in

engineering/architectural theories and practices with knowledge of policy and procedural considerations, participate in high-level discussions with the Planning Branch Chief, other Branches' Program Managers and other specialists, the Public Works Administrator, the State Comptroller, and various other public and private individuals, occasionally dealing with difficult issues or precedent-setting topics. Ability to handle sensitive matters, using tact, courtesy, and discretion. In-depth analytical, computational, organizational and time management skills to handle various projects, concurrently and often with short due dates. Ability to remain flexible in a demanding work environment and adapt to rapidly changing technologies and priorities. Ability to conceptualize new ideas quickly. Ability to drive a motor vehicle.

- C. Education: Refer to the minimum qualification specifications for the Architect V Class.
- D. Experience: Refer to the minimum qualification specifications for the Architect V Class.

VII. TOOLS, EQUIPMENT AND MACHINES

The incumbent is required to use personal computer hardware, software and peripherals, photocopier, scanner, digital camera, and a motor vehicle proficiently.

DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
STATE OF HAWAII

7.424

Selective Certification Requirements
for

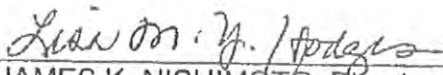
ARCHITECT V
(Position No. 44873)

This position is located in the Department of Accounting and General Services (DAGS), Public Works Division, Planning Branch and is responsible for planning and coordinating the construction and renovation of public physical facilities. The duties and responsibilities of this position include initiating and overseeing the design and construction of assigned projects; investigating site or building conditions to develop the project scope of work; and participating in the final inspection of projects.

In order to perform the duties and responsibilities of this position, applicants must be able to ascend and descend ladders of various heights, stairs, scaffolding, ramps, or other equipment.

Therefore, certification of eligibles for this position shall be restricted to applicants who meet the minimum qualification requirements for the class Architect V, and are able to ascend and descend ladders of varying heights, stairs, scaffolding, ramps, or other equipment with or without reasonable accommodation.

DATE APPROVED: MAY 01 2016


for JAMES K. NISHIMOTO, Director
Department of Human Resources Development

Selective Certification Requirement
(Driver's License, Type 3)

I. Position Identification

Dept:	<u>Acctg & Gen Svcs</u>	Pos Nos:	<u>44873</u>	Division:	<u>Public Works</u>
Title:	<u>Architect V</u>			Branch:	<u>Planning Branch</u>
Worksite:	<u>Honolulu, Oahu</u>			Section:	<u>Statewide CIP</u>
	<u>(Specific Geographic Location)</u>			Unit:	<u>N/A</u>

II. Tasks Requiring a Driver's License and Supporting Information

The specific tasks which involve driving and require a driver's license must be clearly identified. Further, specific information on the frequency, etc., of driving duties is needed to assure that the driving tasks and the need for a license are genuine job requirements. The information should be provided below. (Attach a more detailed statement if needed for clarity. If more than 2 major job tasks involve driving and require a license, list the additional tasks and information on a separate sheet following the same format.)

Task 1 Site assessments and visits for assigned projects. Involves driving rental
(describe):
vehicles on the outer islands.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Various locations throughout all islands.
- c. Purpose of trips Identify and evaluate existing site conditions for consideration in developing project scope of work; monitor progress of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
Need to transport diagnostic and communications equipment; may transport other PWD staff involved in the projects.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No
(2) Reason for selection of this position if other staff are available

Task 2(describe): Attend project-related meetings.

- a. Frequency of trips Could be as frequent as once a week or more, as required by project.
- b. Destination of trips Consultants' offices; various locations throughout all islands.
- c. Purpose of trips Discuss and resolve project-related issues throughout life of project.
- d. Special circumstances, if any, (e.g. need to transport others or materials).
See Task 1 above.
- e. (1) Is alternative public transportation available? Yes No
(2) Reason for use of vehicle if public transportation is available
- f. (1) Are other staff available to perform the driving? Yes No

(2) Reason for selection of this position if other staff are available

Provide any other information which demonstrates and explains the need for a driver's license for the position The requirement to be available on very short notice to meet with clients or consultants is not out of the ordinary. Meetings at project sites require architect to drive to site.

III. Program Resource

Provide the requested information about the person who can be contacted if additional information is needed.

Name: Christine Kinimaka Phone No.: 586-0500
Official Title: Public Works Manager

IV. Departmental Certification and Authorization

The essential duties of this position, as described below, involve driving a motor vehicle. These assigned duties are hereby incorporated into the official position description for the position. Certification of eligibles shall be restricted to those eligibles meeting the qualification requirements of the class and possessing a valid State of Hawaii Driver's License, Type 3.

DATE
APPROVED:

APR 20 2016

Diann J. Matsumura

Signature of Department Head or Authorized Representative

V. Cancellation

This Selective Certification Requirement is cancelled.

DATE: _____

Signature of Department Head or Authorized Representative

**DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
REQUEST FOR PERSONNEL ACTION**

TO: Personnel Office DATE: 04/06/16
 THROUGH: Administrative Services Office
 FROM: Public Works/Public Works-Planning,
 Design & Construction/AGS 221/IA Planning
 Division or Office/Program Title/Identification (Branch)

PROGRAM REQUEST: (Complete and check all boxes that apply)

44873 Engineer (Bldgs) V, SR-26 Oahu
 Position Number Class Title/Salary Range Island

AVAILABILITY OF FUNDS:

- Available. Account to be charged: T-16-912-M
 Not Applicable. Explain below the proposed means of financing:

RECRUITMENT REQUEST: Date to Fill: _____

- Filling of Permanent Position
 Filling of Temporary or Exempt Position NTE:

 Willing to downgrade to _____ level

PREFERRED METHOD OF RECRUITMENT:

- Internal Vacancy Announcement
 Anticipated Vacancy
 HRD Competitive Announcement.
 Indicate Intra, Inter, or Open and justify below.
 _____ No. of eligible requested on HRD List.

By signing below, I certify that: 1) the position description accurately reflects the actual duties performed on the job and identifies the essential functions of the position; and 2) the essential functions support any selective certification requirements.

CLASSIFICATION REQUEST:

- Reallocation of the Position Update of Position Description Abolishment of Position
 Request for New Class Establishment of Vicing Position Other (Describe)
 Establishment of New Authorized Position Extension of Temporary Position

UAC for new pos: MOF _____ Tran _____ Fund _____ Year _____ Appr _____ Dept _____ Sub _____

REASON FOR RECRUITMENT/CLASSIFICATION REQUEST: (If more space is needed, use reverse side)

Updating Position Description from Engineer V to Architect V.

Scott M. Ojima
 for Program Administrator

APR 07 2016

Date

ACTION BY ADMINISTRATIVE SERVICES OFFICE:

- Program Request Reviewed, noted, and forwarded.
 Program Request reviewed and returned without action.
 Comments:

K. K. [Signature]
 Business Management Officer

APR -8 2016

Date

ACTION BY PERSONNEL OFFICE:

- Internal Vacancy Announcement issued on:
 Personnel Action Forms prepared and forwarded on
 HRD/ECCD HRD/ESD

APR 22 2016 to:
 Other: _____

Dianney Matsumoto
 Departmental Personnel Officer

APR 21 2016

Date

ACTION BY COMPTROLLER: (If Applicable)

- Approved
 Disapproved

Comptroller

Date

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 118987
Class Title: Engineer (Buildings) II
Department of: Accounting and General Services
Division: Public Works
Branch: Planning Branch
Section: Statewide CIP Section
Geographic Location: Downtown (Honolulu), Oahu

II. INTRODUCTION

The Planning Branch (“Branch”) is one of six branches/offices of the Public Works Division (“Division” or “PWD”), Department of Accounting and General Services (“Department” or “DAGS”).

The functions of the Branch are to provide land acquisition coordination and planning services for public physical facilities; formulate, consolidate, and implement the Department’s CIP budget requests; review and assign office space in DAGS-managed State facilities; conduct environmental and other studies; and prepare investigative reports, as directed.

The Branch is organized into the DAGS CIP Section, Statewide CIP Section and Secretarial Services. This position is assigned to the Statewide CIP Section (“Section”).

The functions of the Section are to provide advance planning technical and analytical assistance to non-DAGS affiliated agencies or programs, which may include but are not limited to the Judiciary, the Departments of Public Safety, Health, Defense, Agriculture, Business, Economic Development and Tourism, Commerce and Consumer Affairs, Land and Natural Resources, and the University of Hawaii in the acquisition of land, planning, design and construction of their physical facilities.

The primary function of this position is to plan for the construction and renovation of public physical facilities; initiate and oversee the design and construction of assigned projects; coordinate the acquisition of buildings and sites; and perform other related duties.

III. MAJOR DUTIES AND RESPONSIBILITIES

Primary responsibilities for this junior level staff position include (but are not limited to) assisting Branch’s Building Engineer(s):

Position Description

Position No. 118987, Engineer (Buildings) II

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50%

A. General Planning Projects

1. In the preparation of preliminary draft project scope of work, cost estimate, project schedule, funding information, Environmental Impact Statement (EIS) Preparation/Environmental Assessment (EA) and Finding of No Significant Impact (FONSI)/Exemption Notice, expenditure plan, hazardous materials assessments, historical or archaeological surveys, engineering studies (e.g., topographic surveys, traffic studies, soil borings, structural analyses, etc.), and other documents necessary to initiate projects to support the future construction/renovation of non-DAGS facilities and to provide the basis for a comprehensive CIP program and budget. [1][2]
2. During the review of project needs, setting the scope of work; evaluating and negotiating consultants' fees; initiating and executing a contract; and arranging for/conducting meetings with consultants and user agencies to clarify the scope of work and to resolve any problems. [1][2]
3. During the administration of consultant contracts, coordinating/interfaces of various consultant studies; reviewing of consultants' submissions; recommending approval of final report; distributing the report to appropriate parties and organizations; reviewing and approving of all payment requests; and closing the projects. [1][2]
4. By conducting preliminary research and/or providing "due diligence" summary assessments that Branch's Building Engineer(s) will need to process and/or resolve all zoning matter such as Federal flood boundaries and wetlands, State Land Use District Boundary amendments, County General Plan and Detailed Land Use Map changes, County plan review use and site plan review, County variances and waivers, etc. [1][2]

25%

B. Design and Construction Projects

1. By taking and compiling meeting notes while a Branch's Building Engineer works with user agencies to determine their special facility requirements for various items such as telecommunications (telephone, public address, computers, broadcasts, networking, public access, etc.), security, furniture and equipment, etc. [1][2]
2. By conducting preliminary research and/or providing "due diligence" summary assessments that will be needed for a Branch's Building Engineer

Position Description

Position No. 118987, Engineer (Buildings) II

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review of available studies and project background information and preparation of project scope of work, design, specifications and guidelines for the facility, space assignments, functional relationships, diagrams and other program requirements, costs estimates, project schedule, funding information, EIS Preparation/EA and FONSI/Exemption Notice, expenditure plan, and other documents necessary to initiate the design and construction of the project. [1][2]

3. During reviews of construction plans and specification, for conformance to design specifications and guidelines (as needed), space assignments, functional relationship diagrams, architectural barriers, aesthetics, etc.; and providing appropriate recommendation to approve or disapprove the plans. [1][2]
4. By providing cursory technical support needed to oversee projects from initiation through design and construction; coordinating with design and construction project managers to ensure projects adhere to established schedules and required design and construction completion schedules in order to meet the users' need dates; and assisting the design and construction project managers in timely resolution or removal of problems/obstacles affecting the continuous progress of projects to completion. [1][2]
5. By drafting letters needed to solicit additional funding from user agencies and/or designates additional sources of funds when required. [1][2]
6. During review and evaluation of problems with assigned tenants, approving adjustments to spaces and areas assigned; and coordinating the relocation of agencies from an existing space to a new facility. [1][2]
7. By participating in the final inspection of projects as requested. [1][2]

15% C. Land and Building Acquisition Projects

1. During the supervision of consultants in the preparation of site selection reports, metes and bounds maps with descriptions for subdivision applications, and EIS for land acquisition to support the development of user agency facilities. [1][2]
2. During the coordination of all land matters with the Department of Land and Natural Resources, Attorney General, County and Federal governments, private parties and the Comptroller; setting of acquisition

Position Description

Position No. 118987, Engineer (Buildings) II

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boundaries; coordinating of subdivisions and consolidations of land; obtaining of right-of-entries and easements; negotiating for turn-key projects, development agreements, land and/or building exchanges, transferring of development rights, land price and terms, etc.; reviewing of appraisal reports and condemnation documents to determine the proper course of action; and obtaining of land titles and executive orders to finalize the acquisition of the properties. [1][2]

3. During the review and processing of payment requests for land acquisition items. [1][2]

5% D. Related Activities

1. During the preparation of staff study reports on the most economical means for a user agency to resolve technical problems in various facilities. [1][2]
2. During review and evaluation of current planning techniques and modification of these techniques to fit the particular situation. [1][2]
3. During preparation of testimonies for hearings on legislative bills and resolutions; and drafting of correspondence for Governor's referrals on user agencies' facilities/programs. [1][2]
4. During preparation of draft responses to government and community requests, comments, and concerns on various items for signature by the Governor, Comptroller, and Public Works Administrator. [1][2]

5% E. Miscellaneous Activities

1. By being able to operate a motor vehicle to attend meetings, visit potential project sites, and independently attend to related tasks not within walking distance from the office; therefore, the incumbent must possess a valid State of Hawaii Driver's License. [1][2]
2. Attends training sessions and professional meetings and seminars on such subjects as computer usage, planning techniques, user agency planning requirements, report writing, departmental policies and procedures, guidelines from the Department of Budget and Finance, as required to keep current with latest technologies, methods, materials, requirements, etc. [1][2]

3. Monitoring the work in progress by the consultants. [1][2]
4. By being available to work overtime on occasion, and may be selected travel inter-island and out-of-state for training, inspections, information gathering, meetings and other work-related purposes. [1][2][3]
5. Performing other related duties as assigned. [2][3]

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform the function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor: Position No. 08006 Class Title: Engineer VI

B. Nature of Supervisory Control Exercised Over the Work

This position is under the general supervision and guidance of the Section Head (Engineer VI), Position Number 08006, Statewide CIP Section. The Section Head sets the framework and objectives of the unit and the position is expected to evaluate and recommend solutions to problems and assignments received.

The position has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy. Work activities will be evaluated in terms of specified performance measurement criteria.

C. Nature of Available Guidelines Controlling the Work

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines, departmental and divisional policies and procedures, procurement laws and directives, and appropriate technical manuals and guidelines are the primary resources/references that control the work.

Amendments and new rules, standards, guidelines, etc. emerge periodically. The employee is expected to know and apply pertinent laws, rules, regulations, and guidelines in completing assignments. When the available guidelines are inadequate, the employee is expected to use initiative, originality and judgment in the interpretation, application and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. **REQUIRED LICENSES, CERTIFICATES, ETC.**

Valid State of Hawaii Type 3 driver's license to operate a motor vehicle is required.

VI. **RECOMMENDED QUALIFICATIONS**

Refer to the Minimum Qualification Specifications for Engineer II class. In addition the following is recommended:

- A. Knowledge of: Principles and practices of engineering and architectural disciplines and requirements in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the work in the Planning Branch. Familiarity with procurement code and statutory requirements, state regulatory requirements, ethical standards, licensing board requirements, digital scanning, technical specification writing requirements, standard and business English writing skills; and blueprint reading. Cursory knowledge of federal, state and local permit and statutory requirements. Working knowledge of personal computers and related software applications for word processing, spreadsheets, database, scheduling, and obtaining work-related information from the Internet.
- B. Skills/Abilities: Ability to present clear and precise written and verbal communication skills in order to interpret documents accurately, foster good interpersonal relationships, negotiate well, make sound decisions, manage assigned projects, correlate technical background of experience in engineering/architectural theories and practices with knowledge of policy and

Position Description

Position No. 118987, Engineer (Buildings) II

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procedural considerations, participate in high-level discussions with the Planning Branch Chief, other Branches' Program Managers and other specialists, the Public Works Administrator, the State Comptroller, and various other public and private individuals, occasionally dealing with difficult issues or precedent-setting topics. Ability to handle sensitive matters, using tact, courtesy, and discretion. In-depth analytical, computational, organizational and time management skills to handle various projects, concurrently and often with short due dates. Ability to remain flexible in a demanding work environment and adapt to rapidly changing technologies and priorities. Ability to conceptualize new ideas quickly. Ability to drive a motor vehicle.

- C. Education: Refer to the minimum qualification specifications for the Engineer II Class.
- D. Experience: Refer to the minimum qualification specifications for the Engineer II Class.

VII. TOOLS, EQUIPMENT AND MACHINES

The incumbent is required to use personal computer hardware, software and peripherals, photocopier, scanner, digital camera, and a motor vehicle proficiently.

POSITION DESCRIPTION

I. IDENTIFYING INFORMATION

Position Number: 119067
Current Class Title: Engineer (Buildings) V
Department of: Accounting and General Services
Division: Public Works Division
Branch: Planning Branch
Section: DAGS CIP Section
Geographic Location: Downtown (Honolulu), Hawaii

II. INTRODUCTION

The Planning Branch (DAGS-PWD/PB) is one (1) of six (6) branches/offices that comprise the Public Works Division (PWD), Department of Accounting and General Services (DAGS).

The primary functions of the DAGS-PWD/PB are to initiate projects assigned to PWD; provide land acquisition coordination and planning services for public physical facilities; formulate, consolidate, and implement DAGS's Capital Improvement Program (CIP) budget requests; review and assign office space in DAGS-managed State facilities; conduct master planning, energy, environmental and other studies; and prepare investigative and other reports, as directed.

The DAGS-PWD/PB is organized into three (3) sections: DAGS CIP, Statewide CIP, and Secretarial Services. This position is assigned to the DAGS CIP Section. As a PWD DAGS CIP resource, the position shall provide planning and budget-related recommendations, expertise, advice, and budget tracking of DAGS CIP projects and initiatives for the DAGS-PWD/PB and the PWD, as assigned.

The functions of the DAGS CIP Section include coordination and land acquisition-related work for DAGS-managed facilities; coordination for planning-related services needed to construct new DAGS facilities or to improve or renovate existing DAGS-managed facilities; coordination, formulation, and implementation of DAGS CIP budget requests; development of preliminary CIP budget estimates on anticipated land acquisition/planning/design/construction costs for all DAGS offices and attached or affiliated agencies; development, coordination, and implementation of the overall planning and budget-related DAGS CIP program requirements; reviewing and making recommendations on office space needs for all State agencies requesting office space assignments and re-assignments in DAGS-managed State facilities; and conducting other planning-related engineering studies such as utility infrastructure system study, drainage study, topographic survey, traffic study, etc., and technical assessments such as Phase I or Phase II site environmental assessments, lead paint or asbestos materials survey, historical or archeological surveys, soil borings, etc.

The functions of this DAGS-PWD/PB position are to assume primary responsibility for overall planning and budget-related development, coordination, and implementation of the DAGS CIP program requirements for DAGS offices and attached programs. This includes ~~(, but is not limited to)~~ participation on DAGS PWD/Technical Services Office's (DAGS PWD/TSO) efforts to draft and update guidelines for the DAGS Design Consultant Criteria Manual (DCCM) requirements, and compiling DAGS CIP project data in annual report submittals to DAGS and attached programs.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. Design and Construction Projects for DAGS-Managed Facilities 60%

1. Under direction of the supervisor, assist the DAGS and PWD administration, other DAGS offices (e.g., Administrative Services Office, Central Services Division, District Offices, etc.) and attached or affiliated DAGS programs (e.g., Aloha Stadium, State Foundation on Culture and the Arts, etc.) to clarify, verify, and apply the DAGS CIP program requirements. [1][2][3]
2. Assist with reviews, available studies, background reference information, and participates with the development of project scope of work requirements, design specification and/or guidelines on DAGS CIP requirements for all ongoing and future DAGS CIP projects. [1][2][3]
3. Reviews construction plans and specifications to assist DAGS-PWD/TSO for overall conformance with the DAGS CIP requirements design specifications, and/or guidelines on DAGS CIP requirements etc. and provides appropriate recommendations. [1][2][3]
4. Monitors all assigned DAGS CIP projects' budgets from initiation through design and construction. [1][2][3] Provides timely guidance and direction on CIP funding issues to the DAGS design and construction project managers to facilitate resolution or removal of problems and obstacles affecting the continuous progress of DAGS CIP projects to completion. [1][2][3] Compiles performance information on completed DAGS CIP projects for annual reports for designated persons or entities. [1][2][3]
5. Coordinates as assigned DAGS requests for additional CIP funding for DAGS CIP projects and/or identifies additional funding source(s) for DAGS CIP projects, when required. [1][2][3]
6. Participates in the final inspection of assigned DAGS CIP projects, as requested. [1][2][3]

B. General Planning Projects 15%

1. Prepares project scope of work, cost estimate, project schedule, funding information, EIS Preparation/Finding of No Significant Impact/Exemption Notice, expenditure plan, and other documents necessary to initiate DAGS CIP projects in compliance with the DAGS administration's goals and objectives for the DAGS CIP requirements. [1][2][3]
2. Reviews the DAGS CIP project needs and establishes the general scope of work requirements. [1][2][3] Evaluates and negotiates specialty consultant fees. [1][2][3] Initiates execution of consultant services contracts. [1][2][3] Arranges and conducts meetings with consultant firm(s) and DAGS offices and attached or affiliated agencies to verify or clarify the DAGS CIP plan scope of work requirements and to resolve any problems. [1][2][3]
3. Administers consultant firm contracts. [1][2] Coordinates and interfaces with various consultant studies. [1][2][3] Reviews and provides comments on specialty consultant firm submissions. [1][2][3]
4. Compiles and reviews annual CIP-related reports (as applicable). [1][2][3] Distributes annual report with DAGS CIP project status information to appropriate parties. [1][2][3] Reviews and approves consultant firm(s) payment requests. [1][2][3] Closes the projects. [1][2][3]
5. Processes and/or resolves all zoning matters impacting assigned DAGS CIP projects, such as Federal flood boundaries and wetlands, State Land Use District Boundary amendments, County General Plan and Detailed Land Use Map changes. County special design districts and zoning changes, County plan review use and site plan review, County variances and waivers, etc. [1][2][3]

C. Land and Building Acquisitions Projects 10%

1. Prepares and supervises consultants in the preparation of site selection reports and EIS for land acquisition to support the development of DAGS CIP projects. [1][2][3]
2. Coordinates all land matters impacting assigned DAGS CIP projects with the Department of Land and Natural Resources, Attorney General, County and Federal governments, private parties and the State Comptroller. [1][2][3] Sets acquisition boundaries, coordinates subdivisions and consolidations of land, and obtains right-of-entries and easements for DAGS CIP projects.

[1][2][3] Negotiates turn-key projects, development agreements, land and/or building exchanges, transfer of development agreements, land and/or building exchanges, transfer of development rights, land price and terms, etc. for DAGS CIP projects. [1][2][3]. Reviews appraisal reports and condemnation documents to determine the proper course of action for DAGS CIP projects. [1][2][3] Obtains land titles and executive orders to finalize the acquisition of properties for DAGS CIP projects. [1][2][3]

3. Reviews and processes payment requests for land acquisition items related to DAGS CIP projects. [1][2][3]

D. Related Activities

10%

1. Coordinates with DAGS-PWD/TSO's staff; on the in-house preparation of the Design Consultant Criteria Manual (DCCM) guidelines or technical-based reports that could be used to identify the most economical alternatives that address or resolve "energy conservation, energy efficiency, LEED certification-related technical problems, etc." for DAGS CIP projects. [1][2][3]
2. Reviews and evaluates planning techniques utilized in the development of the DAGS CIP requirements and modifies these techniques to fit the DAGS administration's goals and objectives. [1][2][3]
3. Prepares draft DAGS testimonies for hearings on legislative bills and resolutions that impact the DAGS CIP requirements. [1][2][3] Drafts correspondence for Governor's referrals involving impacts to the DAGS CIP requirements for DAGS-managed facilities. [1][2][3]
4. Drafts and/or supervises the drafting of appropriate responses to government and community requests, comments, and concerns on various items involving planning and budget-related issues for the DAGS CIP requirements for signature by the Governor, State-Comptroller, and/or Public Works Administrator. [1][2][3]

E. Miscellaneous Activities

5%

1. Attends training sessions on topics such as supervision, computer software programs and usage, planning techniques, user agency planning requirements, report writing, departmental policies and procedures, guidelines from the Department of Budget and Finance, Department of Business and Economic Development and Tourism, etc. [1][2]

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Engineer (Buildings) V, Position No. 119067

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2. Operates a motor vehicle to attend meetings, visit potential project sites, and independently attend to related tasks not within walking distance from the office; therefore, the incumbent must possess a valid license to drive in the State of Hawaii ~~Driver's license~~. [1][2]
3. Assists the supervisor in training and overseeing the work performance of lower level engineers, architects, and student interns assigned to the unit, as directed. [1][2]
4. Coordinates and monitors the work in progress by consultant firms for DAGS CIP projects. [1][2][3]
5. Required to work overtime on occasion, and may be required to travel inter-island and out-of-state for training, inspections, information gathering, meetings, and other work-related purposes. [1][2][3]
6. Assists other engineer and architect positions in the DAGS-PWD/PB, and may be assigned on a temporary basis to a supervisory position in the DAGS-PWD/PB, as required, during such times of heavy workload, tight deadlines, vacations/illnesses of others, prolonged absences or vacancies, special projects, etc. [2]
7. Performs other related duties as assigned. [2][3]

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.
- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS CONSIDERED:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: 111850 Class Title: Engineer (Buildings) VI

B. Nature of Supervisory Control Exercised Over the Work.

The employee has considerable delegated authority to work within the broad framework of the Branch's goals and legal limitations, but is expected to discuss with the supervisor matters such as controversial policy questions, novel or critical aspects or approaches. Completed work is reviewed for adequacy in terms of broad objectives and for conformance to policy.

C. Nature of Available Guidelines Controlling the Work.

Applicable local, state, and federal laws, rules, regulations, and guidelines such as building codes, zoning regulations and the Americans with Disabilities Act Accessibility Guidelines. Departmental and divisional policies and procedures, Procurement Laws and Directives, DAGS administration goals and objectives for the DAGS program requirements and appropriate technical manuals and guidelines.

The employee is expected to follow and apply pertinent laws, rules, regulations, and guidelines in completing the assigned projects. When the available guidelines are inadequate, the employee is expected to use initiative, originality and informed judgment in the interpretation, application and adaptation of standard guides to varying situations and in devising alternative solutions to unusual problems.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

A valid Hawaii state certificate of registration as a Professional Engineer, and a valid license to drive in the State of Hawaii.

VI. RECOMMENDED QUALIFICATIONS

Knowledge of: Principles and practices of engineering and architecture in order to determine the acceptability of a consultant's work and/or to develop plans meeting professional standards, laws, rules, regulations, policies and procedures applicable to the Planning Branch, and principles and practices of supervision.

Position Description

Engineer (Buildings) V, Position No. 119067

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Skills/Abilities to: Communicate clearly and precisely, both verbally and in writing; interpret contract documents accurately; foster good interpersonal relationships; conduct good interviews; negotiate well; make sound decisions; manage the assigned projects; correlate technical background of experience in engineering/architectural theories and practices with knowledge of policy and procedural considerations; participate in high-level discussions with the Planning Branch Chief, other Branch Programs Managers, and other specialists; and operate a motor vehicle. Able to climb ladders and stairs to get to roofs, basements, and unfinished floors, and have sufficient eyesight to accurately take and record monitor readings.

Education: Refer to the Minimum Qualification Specifications for the Engineer (Buildings) V Class.

Experience: Refer to the Minimum Qualification Specifications for the Engineer (Buildings) V Class.

VII. TOOLS, EQUIPMENT AND MACHINES

Position required ability to operate/use a motor vehicle, computer, facsimile machine, printer, copy machine, camera, and other tools and equipment that may become necessary to complete a project assignment.