



# Department of Veterans Affairs Benefit Workshop

**Date:** February 11, 2017

**Place:** Kauai Veterans Center  
3215 Kapule Highway, Lihue, Hawaii

**Who:** Veterans, Family Members, Widows,  
and Community Providers

**Time:** 9am to 12pm

**Workshop Topics:** VA Benefits, Loan Guaranty,  
Vocational Rehabilitation & Employment, Death  
Benefits & Education Benefits. Counselors will be  
available to answer questions and assist with the  
claim process.

Department of Veterans Affairs  
Honolulu Regional Office



Department of Veterans Affairs  
Evidence Intake center  
P O Box 4444  
Janesville, WI 53547-4444  
Phone: 1-844-698-2311  
Fax: 808-433-0381  
E-mail: [pctc.vbahon@va.gov](mailto:pctc.vbahon@va.gov)



# Department of Veterans Affairs Benefit Workshop

**Date:** February 25, 2017

**Place:** West Hawai'i Civic Center  
Community Meeting Hale

75-5044 Ane Keohokalole Hwy, Kailua-Kona

**Who:** Veterans, Family Members, Widows,  
and Community Providers

**Time:** 9am to 12pm

**Workshop Topics:** VA Benefits, Loan Guaranty,  
Vocational Rehabilitation & Employment, Death  
Benefits & Education Benefits. Counselors will be  
available to answer questions and assist with the  
claim process.

Department of Veterans Affairs  
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COUNTY OF HAWAI`I  
invites applications for the position of:

# Trades Helper - BC-05

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**SALARY:** \$3,538.00 /Month

**DEPARTMENT:** Environmental Management

**JOB TYPE:** Temporary 1-3 months

**LOCATION:** Future island-wide vacancies with immediate vacancies in Hilo and Kailua-Kona

**OPENING DATE:** 01/22/17

**CLOSING DATE:** 01/31/17 11:59 PM Hawai'i Time

**DUTIES SUMMARY:**

Assists a skilled journey level tradesperson in the performance of work relevant to one or more skilled trades by performing a variety of routine manual semi-skilled tasks; and performs other related duties as required.

Vacancy is temporary not to exceed 89 days.

There are four (4) temporary vacancies:

- two (2) vacancies in Hilo
- two (2) vacancies in Kailua-Kona

**EXAMPLES OF DUTIES:**

- Performs simple and routine manual and semi-skilled tasks in a recognized trade or trades;
- Assists skilled trades and craft workers in performing construction, installation, alteration, maintenance, and repair work, inspection and testing, overhauling, and servicing, and related tasks on buildings, structures, electrical systems and equipment, plumbing and piping systems, wastewater systems and appurtenances, and motorized equipment;
- Works with journey level tradesperson as instructed;
- Learns the common and most typical tasks of the trade;
- May perform more difficult work under close supervision;
- Uses tools, equipment, and materials common to the particular trade.
- May operate type 4 vehicles (GVW between 18,001 to 26,000 lbs.) such as the sludge dump truck, vactor trucks, or crane trucks when assisting trades worker.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Training and Experience:

A combination of education and experience substantially equivalent to:

- completion of eighth grade; and
- some work experience in any of the following trades: building maintenance, carpentry, electrical, masonry, mechanical, painting, plumbing, highway or sewer construction, or welding; and

- possession of a valid State of Hawai'i driver's license (Class 3) or any other valid comparable driver's license by the closing deadline; and
- a current Department of Transportation Medical Examiner's Certificate by the closing deadline (scan and attach your Department of Transportation Medical Examiner's Certificate to your application).

**Examination:** All applicants who meet the minimum requirements will be assigned a score of 70 points.

**Knowledge of:** Arithmetic; occupational hazards and safety precautions applicable to the trade; and common practices, tools, materials and equipment representative of the trade.

**Ability to:** Learn the common and most typical tasks of the trade; learn proper use and care of tools and equipment commonly utilized in the trade; follow safety rules, practices, and procedures; understand and follow written and oral instructions; perform manual and semi-skilled tasks; handle weights and loads; and work harmoniously with others.

**Physical Requirements:** Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping:** Heavy

**SUPPLEMENTAL INFORMATION:**

**Scan and attach the following required document to your application:**

- Department of Transportation Medical Examiner's Certificate

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://jobs.hawaiicounty.gov>

Position #2017-00003  
TRADES HELPER - BC-05  
SI

Department of Human Resources  
101 Pauahi Street, Suite 2  
Hilo, HI 96720  
808-961-8361

E-mail: [jobs@hawaiicounty.gov](mailto:jobs@hawaiicounty.gov)

Hawai`i County is an equal opportunity provider and employer.

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## Trades Helper - BC-05 Supplemental Questionnaire

\* 1. Did you complete the 8th grade?

- Yes
- No

\* 2. In which of the following trades do you have experience in? Select all that apply.

- Building Maintenance
- Carpentry
- Electrical
- Masonry
- Mechanical
- Painting
- Plumbing
- Highway Construction
- Sewer Construction
- Welding
- None of the above

\* 3. For each response marked in question #2, please describe where you gained the experience:

- employer's name
- your job title
- the specific dates of employment (from month/day/year to month/day/year)
- hours worked per week
- your duties
- the percentage of time you spent performing this work.

If you answered "None of the above," enter N/A.

Be specific and complete ALL questions for ALL experience you are claiming. The following are **unacceptable** responses:

- See above
- Refer to resume
- See attached

\* 4. Do you have a valid driver's license by the closing deadline? (Note: You will be required to submit your valid driver's license at time of the job interview.)

- Yes
- No

\* 5. Do you have a current Department of Transportation Medical Examiner's certificate by the closing deadline? (Scan and attach copy of your certificate.)

- Yes
- No

\* Required Question



COUNTY OF HAWAI`I  
invites applications for the position of:

# Real Property Valuation Analyst II - SR-22

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**SALARY:** \$4,231.00 /Month

**DEPARTMENT:** Finance

**JOB TYPE:** Permanent Full-Time

**LOCATION:** Hilo

**OPENING DATE:** 01/22/17

**CLOSING DATE:** 01/31/17 11:59 PM Hawai'i Time

**DUTIES SUMMARY:**

Conducts real property or agriculture valuation projects and assists in appraisals of complex properties and disputed valuations; advises appraisers in the valuation of properties; and performs other duties as required.

**EXAMPLES OF DUTIES:**

- Develops the approach, scope, and steps required in completing assigned research projects and appraisal studies.
- Gathers, analyzes, and interprets information for revising, applying, and maintaining classification standards and appraisal techniques.
- Drafts revisions to appraisal manuals.
- Assists in orientation and training programs for appraisers in arriving at sound values for properties that do not lend themselves to the usual methods.
- Prepares reports and other materials.
- Operates vehicle to get to inspection sites to conduct property inspections.
- May assign and review the work of lower-level analysts in assigned projects.

Agricultural Land Use (in addition to the above):

- Supervises the Commercial Agricultural Use Dedications and Non-dedicated Agricultural Use Assessments programs.
- Evaluates and recommends productivity standards of land for agricultural purposes.
- Develops and recommends rules and regulations, forms, and administrative memoranda relating to agricultural land use programs; provides information to public.
- Conducts agricultural land valuation projects every five (5) years in compliance with statutes, laws, and regulations to create land valuation tables.
- Determines land values by assessing soil types, water availability, and other conditions that may influence land productivity and ability to use land for agricultural purposes.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Training and Experience:

A combination of education and experience substantially equivalent to:

- graduation from an accredited college or university with a baccalaureate degree in real

estate, agriculture, natural resources and environmental management, economics, business, public administration, or a related field. Scan and attach your official college transcript to your application.

- Two (2) years of experience involving the compilation, analysis, and interpretation of statistical and other data which included the estimation of property values based on consideration of factors that influence or affect the value of property, of which,
- one (1) year shall have included research in valuation analysis involving the development of classification and valuation standards and procedures for the appraisal of real property, and
- possession of a valid State of Hawaii driver's license (Class 3) or other comparable valid driver's license by closing deadline. You will be required to submit your driver's license at time of the interview.

**Examination:** All applicants who meet the minimum qualification requirements will be assigned a score of 70 points.

**Knowledge of:** Principles, techniques, and practices of real property valuation; research and statistical methods and techniques; fundamentals of real property appraising; real property assessment and valuation practices; basic principles and practices of agricultural land use, farming, ranching, aquaculture, animal husbandry, etc. report writing, use of computer and various computer applications, and mathematics.

**Ability to:** Conduct real property valuation projects; understand and apply statistical concepts and formulae; organize and present data in tabular and narrative form; perform arithmetic computations rapidly and accurately; prepare clear and concise reports; establish and maintain effective relationships with others; testify at real property tax assessment hearings; and speak effectively before groups.

**Physical Requirements:** Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

**Physical Effort Grouping:** Light

#### **SUPPLEMENTAL INFORMATION:**

**Scan and attach the following required document to your application:**

- **official college transcript**

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://jobs.hawaiicounty.gov>

Position #2017-00002  
REAL PROPERTY VALUATION ANALYST II - SR-22  
LK

Department of Human Resources  
101 Pauahi Street, Suite 2  
Hilo, HI 96720  
808-961-8361

E-mail: [jobs@hawaiicounty.gov](mailto:jobs@hawaiicounty.gov)

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## Real Property Valuation Analyst II - SR-22 Supplemental Questionnaire

- \* 1. Did you graduate from an accredited college or university with major work in real estate, agriculture, natural resources and environmental management, economics, business, public administration, or a related field?

Yes  
 No

- \* 2. Did you scan and attach your official college transcript to your application?

Yes  
 No

- \* 3. Do you have two (2) years of experience involving the compilation, analysis, and interpretation of statistical and other data which included the estimation of property values based on consideration of factors that influence or affect the value of property, of which, of which one (1) year shall have included research in valuation analysis involving the development of classification and valuation standards and procedures for the appraisal of real property?

Yes  
 No

- \* 4. If you answered no to question #3, enter "none" and continue with question #4.

If you answered yes to question #3, describe that work experience by fully responding to the items below:

-Employer

-Your job title

-Dates of employment (month/day/year to month/day/year)

-Hours worked per week

-Compilation, analysis, and interpretation of statistical data which included estimation of property values. Give examples. Your response should include as much detail to show the extent and scope of your experience.

-In making these estimates, were there factors that influenced or affected the value of the property? What were the factors and how did they impact the outcome?

-What percentage of time was spent on the above experience?

-What kinds of classification and valuation standards and procedures for real property appraisal did you develop when researching valuation analysis? Your response should include as much detail to show the extent and scope of your experience.

-What percentage of time was spent on the above experience?

It is very important that your responses are recorded here and that you provide all of the requested information. Lack of information may affect your application.



\* 5. Select from the following all that you have experience in.

- Commercial agricultural land use dedications
- Non-dedicated commercial agricultural land use assessments
- Evaluating productivity standards of land for agriculture use in Hawai`i
- Determining productivity standards of land for agricultural purposes in Hawai`i
- Conducting agricultural land valuation projects in Hawai`i
- Determining land values by assessing conditions (water, soil, etc. that influence land productivity)
- Understanding and monitoring agricultural grants
- Working with agricultural-based individuals and organizations
- Writing and monitoring agriculture grants
- Conducting real estate appraisal
- Conducting real estate valuation
- Conducting cost analysis or valuation
- Developing of income analysis
- Microsoft Excel/ACCESS or other database program
- MLS
- Internet
- Wording Processing
- None of the above

\* 6. Are you able to complete independent field work?

- Yes
- No

\* 7. Do you have a valid driver's license by closing deadline? You will be required to submit your driver's license at time of the job interview.

- Yes
- No

\* Required Question



COUNTY OF HAWAI`I  
invites applications for the position of:  
**Abstractor I - SR-15**

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**SALARY:** \$2,973.00 /Month

**DEPARTMENT:** Finance

**JOB TYPE:** Permanent Full-Time

**LOCATION:** Future Hilo vacancy with 2 immediate vacancies in Hilo

**OPENING DATE:** 01/22/17

**CLOSING DATE:** 01/31/17 11:59 PM Hawai'i Time

**DUTIES SUMMARY:**

Searches and examines legal documents and official records, and abstracts information essential to determine land titles, encumbrances, restrictions, and covenants to real property; assists Abstracting Assistants with the more difficult cases; and performs other related duties as required.

**EXAMPLES OF DUTIES:**

- Reviews and examines legal documents and official records from various governmental offices such as the Bureau of Conveyances, Department of Land and Natural Resources, Department of Transportation (Airports and Harbors Division), Department of Hawaiian Home Lands, and the Courts to obtain information pertaining to chain of titles, restrictions, encumbrances, and legal descriptions of property.
- Examines and interprets mapping data from the Tax Mapping Section relative to consolidation of parcels, new subdivisions, area changes, easements, and any other changes to the legal description of the property.
- Obtains copies of pertinent maps and plans; drops and creates new land parcels; enters data into the real property system database.
- Analyzes, interprets, establishes, and/or updates records from recorded Declaration of Condominium Property Regime and all amendments and cancelations to the declaration.
- Contacts property owners and individuals to secure additional information.
- Writes complete summaries of chain of title and chain of land information abstracted; updates real property system database; scans documents into records.
- Assists taxpayers and other individuals or agency representatives at the counter, by telephone, or through correspondence; provides information relating to ownership, area, boundaries, date of sale, terms of purchases, etc.; or resolves problems relating to their real property record.
- Assists in training lower level Abstracting Assistants; assists the Abstracting Assistants in resolving the more difficult cases involving discrepancies between the abstracted information and existing map records.
- Performs other related duties as required.

**MINIMUM QUALIFICATION REQUIREMENTS:**

Training and Experience: A combination of education and experience substantially equivalent to:

- graduation from high school, and
- three (3) years of work experience which shall have involved the research, analysis, interpretation, and abstracting of information from real property records, mapping

documents, and other government and public records to determine and evidence title and legal descriptions of real property.

Examination: All applicants who meet the minimum qualification requirements will be assigned a score of 70 points.

Knowledge of: Legal documents and terms relating to land titles and conveyances; sources of information and material relating to land title search; Hawaiian land systems; words and phrases in the Hawaiian language commonly used in land transaction matters; operation of a personal computer; and office practices and procedures.

Ability to: Analyze, interpret, abstract, and summarize information from various legal documents and sources into clear, accurate, and concise briefs; read and interpret maps relating to land titles; follow oral and written instructions; operate a personal computer and use applicable real property software programs; and deal tactfully and effectively with other employees and the public.

Physical Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://jobs.hawaiicounty.gov>

Position #2017-00004  
ABTRACTOR I - SR-15  
LK

Department of Human Resources  
101 Pauahi Street, Suite 2  
Hilo, HI 96720  
808-961-8361

E-mail: [jobs@hawaiicounty.gov](mailto:jobs@hawaiicounty.gov)

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## Abstractor I - SR-15 Supplemental Questionnaire

\* 1. Did you graduate from high school or have an equivalent (GED)?

- Yes
- No

\* 2. Do you have three (3) years of experience that involved the research, analysis, interpretation, and abstracting of information from real property records, mapping documents, and other government and public records to determine and evidence title and legal descriptions of real property?

- Yes
- No

\* 3. If you responded "yes," provide a detailed account on your work experiences by answering the following items. Your description should include sufficient information to show the depth and scope of your abstracting information to determine title and legal descriptions of real property experience.

-Employer

-Your job title. List separately each position held.

-Dates of employment (month/day/year to month/day/year)

-Hours worked per week

-Describe what you did to determine and evidence title and legal descriptions of real property.

-List the kinds of documents used in your research, analysis and interpretation?

-What percentage of time was spent on abstracting information to determine title and legal descriptions of real property?

It is very important that your responses are recorded here and that information is of sufficient detail to show you meet the minimum requirements. Lack of information may adversely affect your application.

If you responded "no" to question #2, enter "no experience."

\* 4. Where did you obtain the required experience described in question #3? (select all that apply)

- Escrow and Title company
- Federal, State or County government office
- Attorney office
- Financial institution
- None of the above

\* 5. I have work experience that required knowledge of the following types of rules and regulations: (select all that apply)

- Government (State laws, Federal Register, Charter, etc.)
- Financial industry
- Legal
- Real Estate
- None of the above

\* 6. I have work experience explaining to clients the following: (Select all that apply)

- Land titles
- Title abstracts
- Legal documents pertaining to land ownership
- Legal descriptions pertaining to real property
- Encumbrances to real property

- Restrictions to real property
- Covenants to real property
- Hawaiian land systems
- Hawaiian words and phrases used in land transaction matters
- None of the above

\* Required Question



COUNTY OF HAWAI`I  
invites applications for the position of:

# Fire Radio Dispatcher I SR-14

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**SALARY:** \$2,855.00 /Month

**DEPARTMENT:** Fire

**JOB TYPE:** Permanent and Temporary Full-Time

**LOCATION:** Future and 5 immediate vacancies in Hilo

**OPENING DATE:** 01/22/17

**CLOSING DATE:** 01/31/17 11:59 PM Hawai'i Time

**DUTIES SUMMARY:**

Receives classroom and hands-on training on call taking and dispatching Fire and Emergency Medical Services (EMS) personnel and equipment including Hazardous Materials and Search and Rescue operations; under direct supervision receives, interprets, and codes routine and emergency calls and dispatches emergency personnel and equipment in accordance with established procedures; and performs related duties as assigned.

The Hawai`i Fire Department has two (2) immediate permanent vacancies and three (3) immediate temporary vacancies. Temporary appointments may lead to conversion to permanent appointments.

Special Working Conditions: Twenty-four hour, seven day-a-week operations requiring rotating shift assignment and weekend and holiday work. Overtime work as required.

**EXAMPLES OF DUTIES:**

- Attends call taking and radio dispatcher training and receives instructions in various phases of emergency communications in Fire, EMS, and Fire-related matters, including Hazardous Materials and Search and Rescue.
- Actively participates in a Call Taker and Dispatcher Training Program under direct supervision and performs a variety of emergency communication duties in the Fire Communications Center to include Fire, EMS, and Fire-related services, including Hazardous Materials and Search and Rescue.
- Utilizes radio dispatching equipment under actual but controlled conditions.
- Operates radio system, 9-1-1 and telephone system, computer-aided dispatch (CAD) system to receive and transmit routine and emergency calls from the public.
- Under direct supervision, receives emergency 9-1-1 alarms for Fire, EMS, and Fire-related assistance, including Hazardous Materials and Search and Rescue, from the public as well as non-emergency calls and complaints.
- Under direct supervision receives, interprets, and codes routine and emergency calls and dispatches emergency personnel and equipment in accordance with established procedures.
- Elicits and summarizes pertinent information and necessary facts; determines preliminary classification of requests, and forwards pertinent information to dispatchers upon evaluating and prioritizing incoming information.
- Receives data from responding emergency personnel and enters information into various computer systems and logs. Tracks the status of field resources, handles resource requests from field units, and dispatches appropriate field resources.

- Attempts to calm distressed citizens during call taking to ensure effective communications.
- Provides callers with life-saving medical and safety instructions, in accordance with established policies and procedures.
- Performs a variety of clerical and dispatcher maintenance duties; operates common office equipment; and maintains, updates, and modifies miscellaneous fire bulletins and records.
- Prepares individual time sheets.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

### Training and Experience:

A combination of education and experience substantially equivalent to:

- graduation from high school; and
- two (2) years of public contact or clerical work experience.

Certificate Requirements: Possession of a current Emergency Medical Dispatching (EMD) certificate and a current American Heart Association Heartsaver First Aid CPR AED Certificate prior to completion of probationary period.

Examination: The examination consists of a written test that will be administered in Hilo on Wednesday, February 22, 2017 and in Kailua-Kona on Thursday, February 23, 2017.

Knowledge of: Office practices and procedures; filing methods and systems; the purposes and uses of standard office equipment, including computers and software applications, use of mouse and/or keyboard to perform basic tasks; proper usage of English language, including diction, grammar, spelling, and punctuation; effective verbal and written communication techniques and customer service principles and techniques; and geography of the island of Hawai'i, including but not limited to, towns, parks, beaches, streets, and businesses.

Ability to: Learn departmental rules and regulations, and policies and procedures of the Fire Communications Center and ensures compliance; learn pertinent laws and ordinances of the State and County of Hawai'i; learn to operate computer and radio-telephone 9-1-1 emergency system and radio consoles; keyboard with accuracy; operate multiple keyboards and touch screen interfaces from several computerized systems simultaneously; maintain accurate records of information; work rapidly under stressful conditions and exercise good judgement; listen effectively; communicate clearly, calmly, and concisely both orally (radio and telephone) and in writing with fire personnel and the general public; broadcast clear, concise, and specific instructions over the radio; understand and retain verbal and written instructions and communications; prioritize tasks and assignments; multi-task (perform two or more tasks concurrently); relate effectively to co-workers; exercise patience and tact in dealing with the public; control the direction and length of calls; and learn locations on the Island of Hawai'i, inclusive but not limited to towns, parks, beaches, streets, and businesses; and read and apply mapping information.

Physical Requirements: Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions of the position with or without reasonable accommodations.

Physical Effort Grouping: Light

## **SUPPLEMENTAL INFORMATION:**

### **Fire Radio Dispatcher I Training**

Applicants selected to become a Fire Radio Dispatcher I with the Hawai`i Fire Department will participate in a one-year training period. The goal at the end of the one year training is that the employee will possess a working knowledge of departmental rules, policies and procedures to confidently occupy a dispatcher's desk to field emergency calls and provide pertinent information.

During the training period, the following academic and performance standards, as specified by the Hawai`i Fire Department, shall apply.

- Note-taking is required during all phases of instruction.
- Pass weekly written and hands-on testing and skills assessment.
- Maintain department standards in departmental protocol, attendance and punctuality.
- Successful completion and possession of the Emergency Medical Dispatching (EMD) Certificate by the end of the first six (6) months.
- Successful completion and possession of the American Heart Association Heartsaver First Aid CPR AED Certificate by the end of the first six (6) months.
- Work rotational shifts, inclusive of weekends and holidays.
- Work overtime, before or after scheduled shift; at times with little or no advance notice.
- Work in a confined, high stress environment with other dispatchers and Fire personnel.
- Work on a console with multiple computer monitors and mice, radio system, and telephones.
- Ability to receive constructive critique.
- Ability to multi-task (performing more than one job-related task at a time) and switch back and forth between tasks.
- Ability to comprehend written and verbal instructions.

The first six (6) months is a probationary period, which each employee must pass to continue employment.

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APPLICATIONS MUST BE FILED ONLINE AT:  
<http://jobs.hawaiicounty.gov>

Position #2017-00001  
FIRE RADIO DISPATCHER I - SR-14  
LS

Department of Human Resources  
101 Pauahi Street, Suite 2  
Hilo, HI 96720  
808-961-8361

E-mail: [jobs@hawaiicounty.gov](mailto:jobs@hawaiicounty.gov)

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## Fire Radio Dispatcher I - SR-14 Supplemental Questionnaire

- \* 1. Do you have a high school diploma or equivalent (GED)?
  - Yes
  - No
  
- \* 2. Do you have two (2) years of public contact or clerical work experience?
  - Yes
  - No
  
- \* 3. Please describe your public contact or clerical work experience. Include the following information:
  - Employer
  - Your job title
  - Dates of employment (month/day/year to month/day/year)
  - Hours worked per week
  - Fully describe your public contact or clerical work experience. Include as much detail to show the extent and complexity of your experience.
  - Note the number of hours a week you performed the above duties.

If you have no public contact or clerical work experience, enter "None".

It is very important that your responses are recorded here and that you provide all of the requested information. Lack of information may affect your application.

- \* 4. Availability for duty in a Fire Radio Dispatcher position is critical to public safety. If selected, are you able to meet the special working conditions of this position and be scheduled for twenty-four hour (24), seven (7) day-a-week rotating shifts including weekends and holidays and work overtime as required?
  - Yes
  - No
  
- \* 5. Are you able to handle the extreme demands of an environment that includes answering numerous telephone calls with a wide range of emergencies including life and death situations?
  - Yes
  - No
  
- \* 6. A moderate level of computer knowledge is required. Are you able to operate multiple keyboards, multiple computer mice, and multiple touch screen interfaces from several computerized systems?
  - Yes
  - No
  
- \* 7. Are you able to sit at a computer console for extended periods of time?
  - Yes
  - No
  
- \* 8. Are you able to work in restricted quarters and close to co-workers?
  - Yes
  - No

- \* 9. Are you prepared to deal with varying levels of public contact in which most callers are irate, upset, and unreasonable?
  - Yes
  - No
  
- \* 10. Do you have a moderate level of geographical knowledge of the Island of Hawai`i to be able to effectively and efficiently coordinate emergency assistance island-wide?
  - Yes
  - No
  
- \* 11. Are you able to read a map and provide directions?
  - Yes
  - No
  
- \* 12. This position sometimes requires taking on other tasks without being assigned or asked. Are you a team player that gets along well with others and quick to assist others without being directed to do so?
  - Yes
  - No
  
- \* 13. Are you able to multi-task while dispatching calls?
  - Yes
  - No
  
- \* 14. Where do you prefer to take the written examination?
  - Hilo: Wednesday, February 22, 2017
  - Kailua-Kona: Thursday, February 23, 2017
  
- \* Required Question

# JOB POSTING

## PROJECT ADMINISTRATOR - KAUAI

We are seeking a personable, efficient individual who will provide full-time clerical/administrative support for project based work.

This person will be responsible for:

- Record filing and organization for multiple construction projects
- Drafting and finalization of formal correspondence
- Coordinating information flow
- Following up on timeliness and deliverables
- Liaising with internal and external contacts

Requirements for the position:

- Must have a minimum 2 years administrative experience
- Exceptional organizational and administrative skills & detail – oriented
- Proficient in Microsoft Office especially Excel, Word, and OneNote
- Typing skills of at least 50 words per minute
- Experience in the A/E or Construction industry is preferred
- Excellent written and verbal communications skills
- Note taking and correspondence skills
- Knowledge of general office equipment
- Able to multi-task, prioritize and meet deadlines

Please apply online at:

[www.bowersandkubota.com](http://www.bowersandkubota.com)

or

Mail resumes to: Bowers + Kubota Consulting  
94-408 Akoki Street, Suite 201A  
Waipahu, HI 96797  
Attn: Human Resources

Equal Opportunity Employer/Vets/Disabled  
100% Employee Owned



*Winners of the Hawai'i State 'Oihana Maika'i Award, which is based on the Malcolm Baldrige National Quality core principles.*



***INTERNAL JOB POSTING***  
***(January 6, 2017)***

**Job Title: Salesperson, Hilo**

**Grade 20**

A full-time Salesperson position is available at BEI Hawaii's Hilo Operations.

The essential functions of the position are as follows:

- ❖ Plans, organizes and schedules sales calls to service existing accounts.
- ❖ Develops new accounts.
- ❖ Keeps management apprised of general business conditions, competitive price trends and unusual circumstances that may affect sales.
- ❖ Maintains product knowledge by attending seminars and trade shows, meeting with supplier representatives and reviewing product literature.
- ❖ Introduces new products through demonstration and explanation of usage and application rates in order to gain customer acceptance.
- ❖ Investigates customer complaints.
- ❖ Maintains adequate product requirements, requests supplemental purchases and provides sales forecasts.
- ❖ Provides technical assistance to office staff in order to develop their familiarity with products distributed by the company.
- ❖ Ensures all sales are made in conformance with governmental regulations.
- ❖ Services order requests, reviews delivery tags for accuracy, supplies product information to customers.

The qualifications for this position are as follows:

- ❖ Self-motivated with demonstrated sales ability.
- ❖ Excellent customer service and communication skills.
- ❖ Excellent knowledge of the commodities distributed by BEI Hawaii.
- ❖ Working knowledge of governmental regulations governing handling, storing and transporting of hazardous products.
- ❖ Valid driver's license.
- ❖ High school diploma or equivalent; college degree is preferred.

If you are interested in the Salesperson position at our Hilo Branch, please complete an internal application or submit your resume to the Human Resources Office ([hr@beihawaii.com](mailto:hr@beihawaii.com)).

EOE/AA/M/F/D/V



## CURRENTLY AVAILABLE POSITIONS

Position	Location
Account Service Representative	Clinical Service Center West
Billing Assistant	Lanihuli Branch
Billing Specialist	Lanihuli Branch
Building Manager	Clinical Service Center West
Courier	Kauai Patient Service Centers
	Oahu Logistics
Laboratory Assistant	Airport Trade Center
	Clinical Service Center West
	Hilo Medical Center
	Hilo Patient Service Centers
	Kapiolani Medical Center for Women and Children
	Oahu Patient Service Centers
	Pali Momi Medical Center
	Straub Clinic and Hospital
Laboratory Assistant Float	Kauai Patient Service Centers
	Oahu Patient Service Centers
Laboratory Assistant Senior	Straub Clinic and Hospital
Laboratory Assistant Specialist	Maui Memorial Medical Center
	Straub Clinic and Hospital
Laboratory Manager	Wilcox Memorial Hospital/Kauai Patient Service Centers
Medical Technologist (CLS)/Medical Laboratory Technician	Wilcox Memorial Hospital
	Clinical Service Center West
	Pali Momi Medical Center
	Straub Clinic and Hospital
	Straub Satellites
	Kapiolani Medical Center for Women and Children
	Maui Memorial Medical Center/Kula Hospital
	Hilo Medical Center
Medical Technologist (CLS)/Medical Laboratory Technician Sr	Clinical Service Center West
Receptionist	Maui Patient Service Centers
Sales Manager	Clinical Service Center West
Senior Technical Operations Manager	Clinical Service Center West



*Now recruiting for the following* (updated 01/17/2017)

<b><u>Position(s)</u></b>	<b><u>Location</u></b>	<b><u>Salary</u></b>	<b><u>Requirements</u></b>
<b>Sales Person</b>	Lahaina And Kihei	\$12.00 ( <u>Full-time and Part-time</u> )	Sales of specialty desserts for a local company in 2 available locations: Kihei and Lahaina
<b>Sales Associate</b>	Kahului	<u>\$10.00</u> (Part-time)	Part-time sales position available in Kahului
<b>Receptionist</b>	Haiku	\$18.00-\$20.00 ( <u>Part-time</u> )	Part-time receptionist position available for the right candidate. 19 hours per week.
<b>Receptionist</b>	Wailuku	\$15.00-\$20.00 (Part-time)	Busy law office is seeking a full-time receptionist.
<b>Sales Associate</b>	Kihei, Lahaina, and Wailuku	\$12.00-\$15.00 (DOE)	Customer service positions available in multiple locations for a large gas station on Maui.



*Now recruiting for the following* (updated 01/17/2017)

<b><u>Position(s)</u></b>	<b><u>Location</u></b>	<b><u>Salary</u></b>	<b><u>Requirements</u></b>
<b>Patient Access Clerk</b>	Wailuku	\$14.00 ( <u>Temporary position</u> )	Full-time temp position; requires 2 years of clerical work experience and work flexibility; Ability to work nights.
<b>Clerical and Admin Support</b>	Various	\$12.00 - \$17.00 (Pay DOE) ( <u>Temporary</u> )	Various office support positions available; temporary
<b>Accountant</b>	Various	\$15.00-\$19.00 ( <u>Temporary and Permanent</u> )	Various account positions available; both temporary and permanent
<b>Medical Receptionist</b>	Kahului	\$12.00 ( <u>Full-time</u> )	Medical office experience preferred. Customer service and clerical abilities required.
<b>Home Health Aide</b>	Islandwide	\$15.88 ( <u>Full-time; Temp to Hire</u> )	Must be certified CNA or equivalent. Taking care of people who need assistance in daily tasks.
<b>Teacher's Aide</b>	Kihei	\$10.69 ( <u>Full-time</u> )	Assistant to a teacher in a busy classroom wanted. Must take direction well and work well with children. CPR certification required.



*Now recruiting for the following* (updated 01/17/2017)

<u>Position(s)</u>	<u>Location</u>	<u>Salary</u>	<u>Requirements</u>
<b>Admin Clerk</b>	Wailea	\$15.00 ( <u>Temp position;</u> <u>Full-time</u> )	Temporary position available to candidate with good clerical and organizational skills
<b>Dispatcher</b>	Wailuku	\$14.00 ( <u>Full-time;</u> <u>temporary</u> )	Providing information to bus drivers on pickup and drop off areas. Must have fast typing and clear communication skills.
<b>Reservation Agent</b>	Wailuku	\$14.00 ( <u>Full-time;</u> <u>temporary</u> )	Position available to person who is good with people, has good clerical skills, and clear communication.
<b>Administrative Assistant</b>	Wailuku	\$17.26 ( <u>Full-time</u> )	Admin asst. position available for the right candidate; strong clerical, organizational skills which excel in fast paced environments required.





*Now recruiting for the following* (updated 01/17/2017)

<b>Position(s)</b>	<b>Location</b>	<b>Salary</b>	<b>Requirements</b>
<b>Labor Position</b>	Maalaea	\$18.00 per hour with possibility of overtime (Temporary: starting 1/23 lasting for 8 weeks)	Labor position needed for a large company on Maui. Potential to make over-time.
<b>CDL B Drivers</b>	Kahului	TBD ( <u>Full-time/ Temp to Hire</u> )	CDL B Driver's License required; delivery and loading/unloading of merchandise (up to 50 lb.); company pays over-time when applicable
<b>PUC Driver</b>	Kahului	\$12.00 ( <u>Full-time</u> )	F/T PUC driver wanted; must have PUC driver's license
<b>Landscape</b>	Wailuku (meet before departing to job site)	\$12.00-\$15.00 ( <u>Temp to Hire</u> )	Landscape experience. Driver's License is a plus.
<b>Landscape Supervisor</b>	Depending on the job location	\$13.00-\$15.00 ( <u>Temp to Hire</u> )	To supervise and oversee landscape jobs.
<b>Pizza Line Cook and Line Cook</b>	Kula	Minimum Wage and tips to \$12.00 ( <u>Temp to Hire</u> )	Food prep and cook experience preferred for cook positions.



*Now recruiting for the following* ((updated 01/17/2017))

<b>Position(s)</b>	<b>Location</b>	<b>Salary</b>	<b>Requirements</b>
<b>Landscape/Irrigation work</b>	Kihei and Lahaina	\$10.00-\$12.00 <u>(Temporary)</u>	Landscaping and irrigation (trench) work for a company doing remodel work for various commercial properties.
<b>Landscape</b>	Kula	<u>\$14.50</u> <u>(Full-time potential)</u>	Landscape position for a large commercial property in Kula; basic landscape knowledge helpful
<b>Car Detailer &amp; Lot Attendant</b>	Kahului	\$10.00 and up <u>(on-call: part-time and full-time potential)</u>	Various shifts with part-time and full-time potential. Must be over 18 years old and driver's license required.
<b>Security Guard</b>	Various	\$11.00 <u>(Temp to Hire)</u>	Driver's license required with decent abstract; security card not required; training provided.
<b>Dishwashing position</b>	Paia	\$10.00 for Dishwasher <u>(Full-time)</u>	Full-time dishwashing position available for a restaurant in Paia.



*Now recruiting for the following* (updated 01/17/2017)

<b>Position(s)</b>	<b>Location</b>	<b>Salary</b>	<b>Requirements</b>
<b>General Laborers; Warehouse</b>	Various	\$11.00-\$17.00 ( <u>dependent on job;</u> <u>some are temp and</u> <u>some are temp to</u> <u>hire</u> )	Many different temporary and permanent general labor and warehouse jobs available.
<b>Merchandisers</b>	Wailuku	\$12.00 + mileage reimbursement ( <u>Full-time; Temp to Hire</u> )	Driver's license required and must be 21 years or older; stocking the shelves of stores for a busy vending company
<b>Merchandiser Helper</b>	Wailuku	\$12.00	To assist Merchandiser in stocking the shelves of stores; Drivers license required and 21 years or older.
<b>Labor</b>	Kahului	\$12.00	Full-time general labor position for the right candidate to drive, load, set-up, and breakdown. Must be able to lift 50 lbs. and have a driver's license.
<b>Food Demonstrator</b>	Wailuku	\$12.00	A food demonstrator needed for a busy company in Wailuku. Ability to take to people an



*Now recruiting for the following* (updated 01/17/2017)

<b>Position(s)</b>	<b>Location</b>	<b>Salary</b>	<b>Requirements</b>
<b>Warehouse</b>	Wailuku	\$12.00 (Full-time; Temp to Hire)	Warehouse worker needed for busy company in Wailuku
<b>Container Loader</b>	Kahului	\$12.24 (Full-time; Temp to Hire)	Loading and offloading product to and from a container.
<b>Driver</b>	Puunene	\$12.00 (Full-time; Temp to Hire)	Must be able to deal with unpleasant smells because of nature of job; good driving record required
<b>Condo Cleaners</b>	Kihei	\$9.25-\$12.00	Condo cleaners needed in the Kihei area. Car and driver's license needed.



# **Now Hiring**

**At**

**Sears Maui**

**275 Kaahumanu Avenue**

**Kahului Maui, HI 96732**

**Apply at: <http://jobs.sears.com/>**

**Please apply on line and please take the assessment.**

**Positions Available:**

**Home Appliances (\$16.00 to \$24.00),**

**Home Improvement, Electronics**

**Cashiers, Lead Home Appliances,**

**Lead Apparel Merchandising**

**For more info call: 808-877-2221**

Equal Opportunity Employer / Disability / Vet



**Apply online @ [www.suisan.com](http://www.suisan.com)**

**OR email applications and resumes to [jobs@suisan.com](mailto:jobs@suisan.com)**

**OPEN POSITIONS (12/14/2016)**

Interested in working for one of the largest diversified food distribution services companies in Hawaii in business for more than 100 years? Come join our dynamic industry.

<b>HILO</b>	<b>KONA</b>
<b>Buyer</b>	<b>CDL A and B Drivers (Produce)</b>
<b>CDL A and B Drivers</b>	<b>Produce Delivery Type 3</b>
<b>Fish Market Assistant Division Manager</b>	<b>Produce Specialist</b>
<b>Fish Market Retail Supervisor</b>	<b>Produce Warehouse</b>
<b>Fish Market Retail Clerk</b>	
<b>Warehouse Inventory Team</b>	
<b>Warehouse Day</b>	
<b>Warehouse Night</b>	
<b>Mechanic</b>	

**Minimum Qualifications**

- 18 and over (some positions require 21 years old)
- High school diploma or equivalent
- Valid Hawaii Driver's License (required for all driving positions)
- Traffic Abstract & Criminal Background (required for some positions)
- Authorization to work in the US

**Training Available**

- CDL License
- Forklift Training & Assistance w/ Certification

**Benefits Package**

- Medical and Dental Plans
- Paid Holidays
- Paid Vacation Time
- Retirement Plan and Life Insurance
- Friendly and Drug Free Work Environment
- Opportunities for Career Growth/Advancement

How to apply: Email resume to [careers@robertshawaii.com](mailto:careers@robertshawaii.com) -apply in person 73-4800 Kanalani St. Ste 200, Kailua Kona, HI

<b>Position Title</b>	<b>School Bus Aide</b>
<b>Pay rate</b>	\$12/hr; \$9.25/hr during orientation and training.
<b>Schedule</b>	Shifts (5am – 8am; & 1:30pm – 4:30pm). May vary based on the needs of the operation
<b>Position Summary</b>	This position is responsible for providing service excellence as they supervise the transportation of student passengers and ensure their safety. They are also responsible for the cleanliness of the vehicle.
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Must be at least 18 year old.</li> <li>• Must be able to get a TB clearance</li> </ul>
<b>Position Title</b>	<b>SCHOOL BUS DRIVERS AND SPED VAN DRIVERS</b>
<b>Pay rate</b>	\$14.00 SPED \$22.50 (with CDL) \$9.25//hr during orientation and training.
<b>Schedule</b>	Shifts (5am – 8am; & 1:30pm – 4:30pm). May vary based on the needs of the operation
<b>Position Summary</b>	This position is responsible for the safe transportation of students from various pickup sites to final destination in a timely manner and ensures the reliability of vehicles used in the transportation of students.
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum age to drive – 21 years old</li> <li>• Must have a current driver license and valid Hawaii Driver History Record <ul style="list-style-type: none"> <li>○ Type 3 – Ability to upgrade to CDL</li> <li>○ CDL A or B with P and/or S endorsements (We will train you)</li> </ul> </li> <li>• Must be able to get a TB clearance.</li> </ul>
<b>Position Title</b>	<b>Wash Crew</b>
<b>Pay rate</b>	\$9.50-\$10.00 and \$9.25//hr during orientation and training.
<b>Schedule</b>	4:30pm - midnight –shift available 7 days per week
<b>Position Summary</b>	This position is responsible for ensuring that all company transportation vehicles are properly cleaned / polished using the correct procedures and products.
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• High School Diploma or GED preferred</li> <li>• No experience needed will train</li> <li>• Must be able to read and comprehend simple instructions, short correspondence and memos &amp; able to write simple correspondence</li> </ul>
<b>Position Title</b>	<b>Automated Passport Control Attendants (Bilingual Japanese preferred)</b>
<b>Pay rate</b>	\$14.11 non-bilingual & \$15.00 bilingual Japanese & \$9.25//hr during orientation and training.
<b>Schedule</b>	Wed-Fri-Sun from approx.10:30am-approx. 2:30pm
<b>Position Summary</b>	The APC Attendant shall provide bilingual instructions and direct/qualify passengers arriving from foreign countries prior to entering a designated area containing the Automated Passport Control Kiosks (APC).
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• High school diploma or GED or equivalent, <b>preferred.</b></li> <li>• Fluent in English. <b>Fluency in Japanese preferred</b></li> <li>• Ability to obtain and maintain airport security access required (eg: AOA badge and Customs Clearance.</li> <li>• Experience in travel and transportation industry preferred</li> <li>• Adapts to change, is open to new ideas, takes on new responsibilities, handles pressure, adjusts plans to meet changing needs</li> </ul>





## Pizza Hut Career Opportunities

As of December 30, 2016

For more information and to **APPLY ONLINE**, visit our website at:

<http://www.pizzahuthawaii.com/Careers.aspx>

<b>Kauai</b>	
<b>Job Title</b>	<b>Location</b>
Shift Manager	Pizza Hut Kapaa, Kauai
Delivery Driver	Pizza Hut Kalaheo, Kauai

<b>Maui</b>	
<b>Job Title</b>	<b>Location</b>
Assistant Restaurant General Manager	Pizza Hut Pukalani, Maui
Shift Manager	Pizza Hut Kahului, Maui
Delivery Driver	Pizza Hut Lahaina, Maui
Delivery Driver	Pizza Hut Kahului, Maui
Delivery Driver	Pizza Hut Pukalani, Maui
Delivery Driver	Pizza Hut Waiehu, Maui
Crew	Pizza Hut Lahaina, Maui
Crew	Pizza Hut Kahului, Maui
Crew	Pizza Hut Kihei, Maui
Crew	Pizza Hut Waiehu, Maui

<b>Hawaii Island</b>	
<b>Job Title</b>	<b>Location</b>
Shift Manager	Pizza Hut Kona, Hawaii Island
Shift Manager	Pizza Hut Kawaihina, Hawaii Island
Driver	Pizza Hut Kona, Hawaii Island
Driver	Pizza Hut Keaau, Hawaii Island
Driver	Pizza Hut Kawaihina, Hawaii Island
Crew	Pizza Hut Kilauea, Hawaii Island
Crew	Pizza Hut Kona, Hawaii Island
Wait Help	Pizza Hut Puainako, Hawaii Island
Wait Help	Pizza Hut Kona, Hawaii Island

### Apply Online:

Submit your application online at our Pizza Hut Hawaii Careers website:

<http://www.pizzahuthawaii.com/Careers.aspx>

## **Stay Connected Through Social Media:**

Facebook: <https://www.facebook.com/pizzahuthawaii>

Twitter: <https://twitter.com/pizzahuthawaii>

Instagram: <https://www.instagram.com/pizzahuthawaii/>

## **Any Questions?**

Contact our Recruiter, Alexandra Miyasato, at (808) 566-3200 Ext. 2265 or via e-mail at [Alexandra\\_miyasato@thdfsg.com](mailto:Alexandra_miyasato@thdfsg.com). We are here to answer any questions you may have and assist you through our application process.



## Taco Bell Career Opportunities

As of December 30, 2016

For more information and to **APPLY ONLINE**, visit our website at:  
<http://www.tacobellhawaii.com/Careers.aspx>

<b>Kauai</b>	
<b>Job Title</b>	<b>Location</b>
Shift Manager	Taco Bell Lihue, Kauai
Crew Member	Taco Bell Lihue, Kauai

<b>Maui</b>	
<b>Job Title</b>	<b>Location</b>
Crew	Taco Bell Kahului, Maui
Crew	Taco Bell Kihei, Maui
Crew	Taco Bell Lahaina, Maui

<b>Hawaii Island</b>	
<b>Job Title</b>	<b>Location</b>
Assistant Manager	Taco Bell Kona, Hawaii Island
Assistant Manager	Taco Bell Puainako, Hawaii Island
Shift Manager	Taco Bell Kona, Hawaii Island
Shift Manager	Taco Bell Puainako, Hawaii Island
Crew	Taco Bell Kona, Hawaii Island

### Apply Online or In-store:

Submit your application online at our Taco Bell Hawaii Careers website:  
<http://www.tacobellhawaii.com/Careers.aspx>

### Stay Connected Through Social Media:

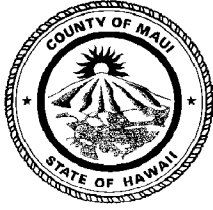
Facebook: <https://www.facebook.com/Taco-Bell-Hawaii-129035837920/>

Twitter: <https://twitter.com/tacobellhawaii>

Instagram: <https://www.instagram.com/tacobellhawaii/>

## **Any Questions?**

Contact our Recruiter, Alexandra Miyasato, at (808) 566-3200 Ext. 2265 or via e-mail at [Alexandra\\_miyasato@thdfsg.com](mailto:Alexandra_miyasato@thdfsg.com). We are here to answer any questions you may have and assist you through our application process.



## County of Maui

### CAREER OPPORTUNITIES

# FINANCIAL SYSTEM ANALYST

Exam No. 2015-42

## CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

STARTING SALARY: \$4,978 per month (SR-26)

DUTIES SUMMARY:

Serves as the staff specialist in the review, analysis, development, implementation, and maintenance of the County-wide financial information system; performs complex technical accounting functions relating to fiscal and accounting activities; and performs other related duties as required.

REQUIREMENTS:

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree in accounting, finance, economics, or business administration and five years of responsible work experience in professional level management, budgetary, economic, financial or tax analysis work, two of which shall have been in the maintenance of an accounting system. (Present or submit evidence of training, e.g., official transcript or diploma stating field of study, at the time of application.)

**WORK ELIGIBILITY:** All persons seeking employment with the government of the State or in the service of any county shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States, and shall become residents of the State within thirty days after beginning their employment and as a condition of eligibility for continued employment. Upon hire, you will be required to show proof of authorization to work in the United States.

NOTE: Applicants must meet these requirements at the time of application.

APPLICATIONS MAY BE OBTAINED AT

- (1) Department of Personnel Services, County of Maui, Kalana O Maui Building, Sixth Floor, 200 South High Street, Wailuku, Maui;
- (2) Maui County Business Resource Center, Maui Mall, Kahului, Maui;
- (3) Hana County Building, Hana District Overseer Office, Hana, Maui;
- (4) Mitchell Pauole Center, Kaunakakai, Molokai;
- (5) Lanai Police Station, Lanai City, Lanai;
- (6) P&R District Office, Kihei Community Center, 303 East Lipoa, Kihei, Maui;
- (7) P&R District Office, Eddie Tam Memorial Gym, Makawao Avenue, Makawao, Maui; or
- (8) P&R District Office, Lahaina Civic Center, 1840 Honoapiilani Hwy., Lahaina, Maui.

EXAMINATIONS ARE ADMINISTERED IN THE COUNTY OF MAUI ONLY.

**For additional information regarding applications and job specifications, call the Department of Personnel Services (808) 270-7850.**

Visit us at [www.mauicounty.gov](http://www.mauicounty.gov) to apply online. If you prefer to submit a paper application, you may download a copy at <http://www.mauicounty.gov/index.aspx?NID=1721>.

Note: Applicants who are claiming 5 or 10 points Veterans Preference must submit or present a copy of Form DD 214 and/or other substantiating documents.

The above examination is being given on an open-competitive basis to establish an eligible list which shall be effective for not more than one year unless extended by the Director of Personnel Services.

*AN EQUAL OPPORTUNITY EMPLOYER*

(over)

*The County of Maui does not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, national guard participation or any other basis covered by state or federal laws governing non-discrimination.*

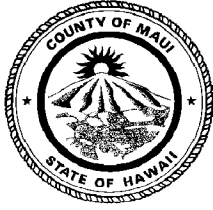
**Pre-Employment/Post Offer Drug Screening Test: Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.**

Published:

County of Maui Intranet - May 3, 2015

The Maui News - May 3, 2015

Amended - Jan 1, 2016



## County of Maui

### CAREER OPPORTUNITIES

## INFORMATION SYSTEMS ANALYST III

Exam No. 2014-98

### CONTINUOUS RECRUITMENT UNTIL NEEDS ARE MET

STARTING SALARY: Appointment may be made at any rate within the salary range from \$3,779, SR-20-C, to \$4,253, SR-20-F, per month at which appropriate qualified applicants can be recruited.

DUTIES SUMMARY:

Performs moderately difficult work of a technical nature in the analysis, evaluation, and development of information technology systems and procedures; prepares reports of findings and recommendations; and performs other duties as required.

REQUIREMENTS:

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with a bachelor's degree, and one and one-half (1-1/2) years of progressively responsible work experience in computer systems analysis which involved the conduct of feasibility studies and the analysis and design of information technology systems. You must complete and attach a separate supplement to the application for Information Systems Analyst III when submitting application. (Submit evidence of training, e.g., official transcript or diploma stating course of study, at the time of application.)

Substitutions Allowed:

1. Excess experience at the fully competent level in computer systems analysis which involved the conduct of feasibility studies and the analysis and design of information technology systems may be substituted for training on a two for one basis (i.e., two years experience for one year of training).
2. A bachelor's degree from an accredited college or university in Information Technology, Computer Science or Management Information Systems may be substituted for six months of the required information systems analysis experience.
3. A master's degree from an accredited college or university in Computer Science or Management Information Systems may be substituted for one and one-half (1-1/2) years of the required information systems analysis experience.

**License Requirement:** Possession of a valid motor vehicle driver's license (equivalent to State of Hawaii Type 3). (Present or submit copy of license at time of application.)

**WORK ELIGIBILITY:** All persons seeking employment with the government of the State or in the service of any county shall be citizens, nationals, or permanent resident aliens of the United States, or eligible under federal law for unrestricted employment in the United States, and shall become residents of the State within thirty days after beginning their employment and as a condition of eligibility for continued employment. Upon hire, you will be required to show proof of authorization to work in the United States.

NOTE: Applicants must meet these requirements at the time of application.

COUNTY OF MAUI APPLICATIONS MAY BE OBTAINED AT:

- (1) Department of Personnel Services, County of Maui, Kalana O Maui Building, Sixth Floor, 200 South High Street, Wailuku, Maui;
- (2) Maui County Business Resource Center, Maui Mall, Kahului, Maui;
- (3) Hana County Building, Hana District Overseer Office, Hana, Maui;
- (4) Mitchell Pauole Center, Kaunakakai, Molokai;
- (5) Lanai Police Station, Lanai City, Lanai;

(over)

- (6) P&R District Office, Kihei Community Center, 303 East Lipoa, Kihei, Maui;
- (7) P&R District Office, Eddie Tam Memorial Gym, Makawao Avenue, Makawao, Maui; or
- (8) P&R District Office, Lahaina Civic Center, 1840 Honoapiilani Hwy., Lahaina, Maui.

EXAMINATIONS ARE ADMINISTERED ON THE ISLAND OF MAUI ONLY.

**For additional information regarding applications and job specifications, call the Department of Personnel Services (808) 270-7850.**

Visit us at [www.mauicounty.gov](http://www.mauicounty.gov) to apply online. If you prefer to submit a paper application, you may download a copy at <http://www.mauicounty.gov/index.aspx?NID=1721>.

Note: Applicants who are claiming 5 or 10 points Veterans Preference must submit or present a copy of Form DD 214 and/or other substantiating documents.

The above examination is being given on an open-competitive basis to establish an eligible list which shall be effective for not more than one year unless extended by the Director of Personnel Services.

*AN EQUAL OPPORTUNITY EMPLOYER*

*The County of Maui does not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, national guard participation or any other basis covered by state or federal laws governing non-discrimination.*

**Pre-Employment/Post Offer Drug Screening Test: Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.**

Published:

County of Maui Intranet - Nov 30, 2014

The Maui News - Nov 30, 2014

Amended - Jan 20, 2015

Amended - Jan 1, 2016



COUNTY OF MAUI  
invites applications for the position of:

## Information Systems Analyst IV, (Cyber Security), (SR-22)

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<b>SALARY:</b>	\$4,088.00 - \$4,978.00 Monthly
<b>OPENING DATE:</b>	11/20/16
<b>CLOSING DATE:</b>	Continuous
<b>JOB TYPE:</b>	Permanent Full-Time
<b>LOCATION:</b>	Maui County (various)
<b>DEPARTMENT:</b>	Department of Management

**DESCRIPTION:**

**IMPORTANT: SR-22 - (Appointment may be made at any rate within the salary range from \$4,088, SR-22/C to \$4978, SR-22/H per month, at which appropriate qualified applicants can be recruited.) The main focus of this position is on cyber-security.**

Analyzes, designs, and develops information systems relative to information needs of specific programs and activities of a department(s) or within a major function area of information technology; develops information technology systems and other work procedures for the automation of processes and the production of data; develops plans for the implementation and support of recommended systems and processes; may function as a project team leader; and performs other related duties as required.

**Distinguishing Characteristics:**

As a journey level information systems analyst, this class functions independently under general supervision in performing information systems analysis work involving a wide range of problems relative to the information needs of specific programs and activities of a department(s) or within a major functional area, such as database administration, network services or operating systems.

## **EXAMPLES OF DUTIES:**

The following are examples of duties. The omission of specific duty statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Formulates plans for the conduct of studies relating to the various work processes and procedures that may be converted to information technology systems.
- Reviews records; interviews management personnel and employees.
- Observes work methods and flow of work to secure necessary data.
- Consolidates data and assesses and evaluates work processes and procedures that can be eliminated or consolidated.
- Determines the feasibility of mechanizing various work processes and procedures; determines the kinds of information systems required.
- Develops and prepares detailed plans and procedures for implementing new systems.
- Designs forms for review and implementation by agencies concerned.
- Prepares procedural manuals and operating standards.
- Advises and assists management regarding various problems associated with conversion to information technology.
- Works in close cooperation with operations and other departmental staff and with county level consultants in the field of information systems and analysis.
- Conducts analysis and evaluation of the effectiveness of systems and procedures.
- Integrates systems development with similar information technology of other agencies; prepares correspondence and reports of work activities.
- May perform computer programming as a secondary assignment.

## **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university and two and one-half (2 1/2) years of progressively responsible work experience in information systems analysis which involved the conduct of feasibility studies and the analysis and design of information technology systems and six (6) months of experience in cyber security system administration and support.

**Substitutions Allowed:**

- Excess experience at the fully competent level in computer systems analysis which involved the conduct of feasibility studies and the analysis and design of information technology systems may be substituted for training on a two for one basis (i.e., two years experience for one year of training).
- A bachelor's degree from an accredited college or university in Information Technology, Computer Science or Management Information Systems may be substituted for six months of the required information systems analysis experience.

- A master's degree from an accredited college or university in Information Technology, Computer Science or Management Information Systems may be substituted for one and one-half (1 1/2) years of the required information systems analysis experience.

License Requirement: Possession of a valid motor vehicle operator's license (Type 3).

Knowledge of : principles and practices of public administration, organization and management; information systems and analysis, design and development; knowledge of electronic computers, data storage media/devices and other peripheral equipment, their capabilities and general processes; computer programming techniques; technical aspects of information technology, e.g., data base/data communication concepts; data sources and flow, interactions of complex systems, and capabilities and limitation of systems software and computer equipment; research and analytical methods and techniques; principles of report writing.

Ability to: gather, analyze, correlate and evaluate facts, and make sound judgments; apply analytical reasoning; read and comprehend information technology manuals and other written materials; determine feasibility of converting various manual work processes to computer operations; analyze and apply machine capabilities to data processing operations; prepare clear and concise reports and operating procedures; work cooperatively with manufacturers' representatives, departmental officials and others; understand the legal and procedural requirements and the functions and organization of the programs under study; recommend procedures for conversion to information technology systems; plan efficient layouts, workflow procedures and processes and then integrate these into a complete information technology systems plan.

Selective Certification: Specialized knowledges, skills and abilities may be required to perform the duties of some positions. For such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Requests for selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://mauicounty.gov>

Position #2016-ISA IV  
INFORMATION SYSTEMS ANALYST IV,

200 South High Street  
Wailuku, HI 96793  
(808) 270-7850

(CYBER SECURITY), (SR-22)  
DE

[personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

EXAMINATIONS ARE ADMINISTERED IN THE COUNTY OF MAUI ONLY.

The above examination is being given on an open-competitive basis to establish an eligible list which shall be effective for not more than one year unless extended by the Director of Personnel Services.

*AN EQUAL OPPORTUNITY EMPLOYER*

*The County of Maui does not discriminate on the basis of race, sex, sexual orientation, age, religion, color, ancestry, national origin, disability, marital status, pregnancy, arrest and court record, assignment of child support, national guard participation or any other basis covered by state or federal laws governing non-discrimination*

Pre-Employment/Post Offer Drug Screening Test: Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.

**COUNTY OF MAUI**  
invites applications for the position of:

## **Plumbing Inspector II (SR-19)**

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<b>SALARY:</b>	Depends on Qualifications
<b>OPENING DATE:</b>	04/03/16
<b>CLOSING DATE:</b>	Continuous
<b>JOB TYPE:</b>	Permanent Full-Time
<b>LOCATION:</b>	Maui County (various)
<b>DEPARTMENT:</b>	Department of Public Works

**DESCRIPTION:**

**IMPORTANT: SR-19 (Appointment may be made at any rate within the salary range from \$3,422, SR-19-A, to \$4,501, SR-19-H, per month at which appropriate qualified applicants can be recruited.) "AMENDED EFFECTIVE: 10/24/2016"**

Inspects and tests plumbing installations and equipment in all types of buildings and structures, including multi-storied buildings, for compliance with approved plans and specifications, permit scope, plumbing codes and other pertinent ordinances, and accepted safety and health standards; and performs other related duties as required.

**Distinguishing Characteristics:**

This is the journey level class in the Plumbing Inspector series.

This class differs from that of Plumbing Inspector I in that the Plumbing Inspector II performs plumbing inspection in a variety of buildings and structures, including multi-storied buildings and structures, whereas the Plumbing Inspector I performs plumbing inspection in buildings and structures of limited size and scope or assists higher level plumbing inspectors in the more complex commercial, industrial and multi-storied buildings and structures.

**EXAMPLES OF DUTIES:**

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Inspects plumbing installations and equipment in all types of old and new residential, commercial, industrial, including multi-storied, buildings and structures, such as sanitary plumbing systems, water heaters, cesspools and septic tanks, for compliance with the provisions of the County plumbing codes and ordinances, approved plans and specifications, permit scope, accepted safety standards and other pertinent ordinances.
- Inspects systems for defective materials, proper size and type of water pipe and fittings, grade and alignment; checks installations of hot water systems for quality, capacity of tanks, pressure and possible leakage.
- Organizes and prioritizes daily inspection assignments and schedules inspections.
- Following inspections, rejects or approves plumbing installations and issues notices to persons or entities involved where plumbing installations are found to be defective, deficient, or in violation of codes and ordinances. Issues certificates or approval notices when work is approved in its final stage.
- Follows-up violation notices to verify that corrections are made.
- Checks the methods used for all plumbing installations, makes recommendations to plumbing contractors and owners concerning the correct methods and materials to use.
- Inspects plumbing equipment and installations in publicly owned buildings, when such buildings are being constructed or repaired, for conformity with the provisions of the County plumbing codes and ordinances, approved plans and specifications, permit scope, accepted safety standards and other pertinent ordinances.
- Inspects plumbing installations for current code compliance in existing structures and businesses for license approvals, Certificate of Occupancy or legal property changes.
- Responds to complaints or requests to investigate plumbing concerns; prepares and submits letters and other correspondence informing requestor of results of investigation or inspection, issues stop-work orders when necessary.
- Looks for construction projects or alterations being performed without required plumbing permits.
- Gathers evidence, facts and witnesses for legal proceedings and assists in the prosecution of violators of plumbing codes and ordinances.
- Handles appeals arising from any contested notice of violation issued.
- Reviews plumbing plans and specifications and approves issuance of plumbing permits.
- Prepares written and computer reports. Keeps written and computer records of on-going and completed inspections, complaints and investigative requests.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from high school and five (5) years of experience in inspection and supervision of residential, commercial, or industrial plumbing installation work including the responsibility for the inspection of workmanship and material.

**License Requirement:** Possession of a State of Hawaii Journey Plumber or Master Plumber license; and a valid motor vehicle operator's license (Type 3).

Knowledge of: the County of Maui plumbing code and other pertinent ordinances and legal principles relating to their enforcement; the proper methods of residential, commercial and industrial plumbing installations; accepted safety and health standards as related to plumbing; the standard practices, processes, materials and tools of the plumbing trade; the methods of testing plumbing installations; the basic principles of hydraulics as they apply to plumbing installations.

Ability to: inspect plumbing installations and equipment, detect defects and possible hazards in new plumbing installations, and make decisions in conformity with laws and safety and health standards; interpret plumbing codes and ordinances as well as apply them to specific cases; read and interpret plans and specifications for plumbing installations; maintain records and prepare reports; deal tactfully and effectively with plumbing contractors, workers and the general public.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper for performance of the duties.

Physical Effort Grouping: Light

#### **SUPPLEMENTAL INFORMATION:**

In addition to your application, you must complete and submit the following supplemental form(s)

<http://www.co.maui.hi.us/documentcenter/view/83464>

1. Fill out the form in its entirety
2. Save the form as a file to your computer
3. Upload the file in the "attachments" section of the application

The supplemental form will be used in combination with your application to determine whether you meet the qualification requirements and may impact your final score. Failure to provide detailed and complete information may result in your application being rejected or you receiving a lower score. Please do not submit a resume in place of completing the supplemental form.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://mauicounty.gov>

Position #2016-PlumbInspII  
PLUMBING INSPECTOR II (SR-

200 South High Street  
Wailuku, HI 96793  
(808) 270-7850

19)  
SM

[personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

EXAMINATIONS ARE ADMINISTERED IN THE COUNTY OF MAUI ONLY.

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*AN EQUAL OPPORTUNITY EMPLOYER*

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Pre-Employment/Post Offer Drug Screening Test: Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.

**Plumbing Inspector II (SR-19) Supplemental Questionnaire**

- \* 1. This position requires a valid State of Hawaii Journey Plumber or Master Plumber license. Do you possess this license? Note: You must attach a copy to your application.  
Yes  
No
- \* 2. This position requires at least five (5) years of experience in inspection and supervision of residential, commercial, or industrial plumbing installation work including the responsibility for the inspection of workmanship and material. Do you have at least five years of full-time qualifying work experience?  
Yes  
No
- \* Required Question



**COUNTY OF MAUI**  
invites applications for the position of:

**Safety Specialist II, (SR-22)**

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<b>SALARY:</b>	\$4,231.00 Monthly
<b>OPENING DATE:</b>	01/22/17
<b>CLOSING DATE:</b>	02/07/17 11:59 PM
<b>JOB TYPE:</b>	Permanent Full- Time
<b>LOCATION:</b>	Maui County (various)
<b>DEPARTMENT:</b>	Department of the Corporation Counsel

**DESCRIPTION:**

Plans, coordinates and executes industrial safety educational and information programs; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished from the Safety Specialist I in that the Safety Specialist II independently plans, coordinates and executes a variety of industrial safety educational and informational programs; whereas the Safety Specialist I assists in conducting such programs.

**EXAMPLES OF DUTIES:**

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

Central Agency Positions:

- Plans and develops a comprehensive safety education program for County employees based on identified operational needs.
- Develops and conducts or coordinates safety training courses for supervisors at all levels to assist them in carrying out their accident prevention and loss control responsibilities.
- Develops, conducts or arranges programs to develop employees' safety awareness, their hazardous condition recognition skills, their ability to use safer

and more efficient work techniques and practices, their ability to deal with incidents and accidents, etc.

- Plans and executes or coordinates activities to promote interest in safety, such as displays, posters, bulletins, safety campaigns and suggestions, incentive awards programs, etc.
- Evaluates training and promotional activities and suggests/reviews ways for improvement.
- Analyzes accident or hazard inspection reports to ascertain training needs.
- Conducts safety inspections and investigations as required and prepares reports, meets with insurance carriers, government and private industry officials to enlist support for safety promotional and educational programs.
- May supervise others in the execution of the county's industrial safety educational and informational programs. Operates and uses various audio-visual equipment and aids in instructional activities.

#### Operating Department Positions:

- Plans, coordinates and executes an operating department's industrial safety educational and information programs based upon identified operation needs.
- Develops and conducts or coordinates safety training courses for departmental supervisors and employees.
- Develops, conducts or arranges departmental programs to develop employees' safety awareness, their hazardous condition recognition skills, their ability to use safer and more efficient work techniques and practices, their ability to deal with incidents and accidents, etc.
- Plans and executes or coordinates activities to promote departmental interest in safety, such as displays, posters, bulletins, safety campaigns and suggestions, incentive awards programs, etc.
- Evaluates departmental training and promotional activities and suggests/reviews ways for improvement.
- Analyzes accident, workers compensation, or hazard inspection reports to ascertain departmental training needs.
- Conducts safety inspections and investigations as required and prepares reports, meets with insurance carriers, government and private industry officials to enlist support for departmental safety promotional and educational programs.
- May supervise others in the execution of the department's industrial safety educational and informational programs. Operates and uses various audio-visual equipment and aids in instructional activities.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Training and Experience:** A combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in business administration, public administration or a related field, and three years of experience in industrial safety and accident prevention activities.

**License Requirement:** Possession of a valid Hawaii State driver's license (Type 3).

Knowledge of: industrial and construction accident hazards and methods of correction and prevention; industrial safety devices and equipment; safety education and publicity media, principles, methods and practices; safety inspection principles, practices and procedures; principles and practices of speaking before groups.

Ability to: plan, execute and coordinate an effective safety and accident prevention program; plan and instruct supervisors on principles and methods of instructing; instruct others in safety techniques, causes of accidents and accident prevention; investigate and determine causes of accidents; deal tactfully and effectively with officials, supervisors and employees; write clear and concise reports; speak effectively before groups.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical standards deemed necessary and proper for performance of the duties.

Physical Effort Group: Light

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #00834
<a href="http://mauicounty.gov">http://mauicounty.gov</a>						SAFETY SPECIALIST II, (SR-22)
200	South		High		Street	DE
Wailuku,		HI			96793	
(808)					270-7850	

[personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

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AN EQUAL OPPORTUNITY EMPLOYER

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Pre-Employment/Post Offer Drug Screening Test: Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.

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### Safety Specialist II, (SR-22) Supplemental Questionnaire

- \* 1. Do you have a combination of education and experience substantially equivalent to graduation from an accredited college or university with major work in business, public administration, or a related field? Note: You must attach a copy of your degree stating field of study or a copy of your official transcript.
- Yes  
No

\* 2. This position requires three (3) years of professional work experience in industrial safety and accident prevention activities. Do you possess this work experience? Please ensure your related experience is listed in your application.

Yes

No

\* Required Question

**COUNTY OF MAUI**  
invites applications for the position of:

# **WASTEWATER TREATMENT PLANT MAINTENANCE MECHANIC I (BC-12)**

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<b>SALARY:</b>	\$4,764.00 Monthly
<b>OPENING DATE:</b>	01/08/17
<b>CLOSING DATE:</b>	01/24/17 11:59 PM
<b>JOB TYPE:</b>	Permanent Full-Time
<b>LOCATION:</b>	Maui County (various)
<b>DEPARTMENT:</b>	Department of Environmental Management

**DESCRIPTION:**

Performs highly skilled and technical work in the installation, maintenance, repair, overhaul, inspection and testing of a variety of complex wastewater pumping and treatment plant equipment; and performs other related duties as required.

Distinguishing Characteristics:

This class differs from the Wastewater Treatment Plant Maintenance Mechanic II class in that the Wastewater Treatment Plant Maintenance Mechanic I class installs, repairs, overhauls, inspects and tests a variety of complex wastewater pumping and treatment plant equipment whereas the Wastewater Treatment Plant Maintenance Mechanic II class is distinguished by its responsibility to supervise and participate in the installation, maintenance, repair, overhaul, inspection and testing of a variety of complex wastewater pumping and treatment plant equipment.

**EXAMPLES OF DUTIES:**

The following are examples of duties and are not necessarily descriptive of any one position in this class. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.

- Installs, maintains, repairs, overhauls, inspects, tests adjusts and maintains a variety of complex wastewater pumping and treatment plant equipment.
- Overhauls, tests and repairs a variety of mobile and portable equipment.
- May install, overhaul, repair, inspect, test, adjust and maintain gasoline and diesel engines, as applicable.
- Inspects and tests the manual and automatic operation of pumps and auxiliary equipment.
- Reads meters and gauges and records readings.
- Performs operational services on meter and gauges.
- Starts and stops pumps, generators and compressors. Opens and closes valves, checks operational function of electrical, pneumatic and hydraulic controls systems.
- Records information on station log of operations and work completed.
- Checks motor and bearings for excessive heat; inspects and checks for unusual characteristics in the operation of pumps, generators, internal combustion engines and compressors; lubricates equipment.
- Reviews construction prints, machinery drawings, and manufacturer's manual to make necessary repair and work computations in performing repair work.
- Works in wet wells; removes obstructions from pumps, pipes and valves by hand; flushing or back flushing.
- Operates and maintains a motor vehicle.
- May supervise the work of helpers.

#### **MINIMUM QUALIFICATION REQUIREMENTS:**

Training and Experience: (1) A combination of education and experience substantially equivalent to graduation from high school and four (4) years of experience in the operation, repair and overhaul of equipment in a pumping plant, marine engine room, power plant or machine shop at the independent worker level (with special emphasis on repair and overhaul work on marine, propane gas powered and/or diesel engines, as applicable); or two years of experience assisting a Wastewater Treatment Plant Maintenance Mechanic in the operation, repair and overhaul of equipment in a wastewater pumping station and treatment plant (including propane gas powered and/or diesel engines, as applicable) as a substantially full-time assignment; or (2) any equivalent combination of training and experience.

License Requirement: Possession of a motor vehicle operator's license valid in the State of Hawaii (equivalent to Hawaii Type 3).

Knowledge of: types and functions of machinery and equipment used in wastewater pumping stations and reclamation facilities; practices and procedures used in the operation of pumping and treatment plant equipment; principles and practices of elementary electricity and hydraulics; internal combustion engines (including gas and/or diesel engines, as applicable); tools, equipment, materials and practices used in the installation, overhaul and repair of a variety of complex wastewater pumping and treatment plant equipment; uses of tools, materials, and equipment and the terminology and skills used by various specialized trades in mechanical repair work and in a machine and welding shop; hazards and safety practices

involved in working around high voltage and moving machinery.

Ability to: use a variety of machinist's and mechanic's hand tools, equipment, and shop machinery such as drill presses, metal shapers, welding and cutting equipment, engine lathes, etc. in installing, overhauling, repairing, and testing a variety of pumping and treatment plant equipment (including gas and diesel engines, as applicable); diagnose mechanical defects and improper operation of pumping and treatment plant equipment and make repairs quickly and effectively; work with dexterity and safety; make shop work computations; read meters and gauges; record readings; prepare and keep operational records; understand and follow oral and written instructions; read and understand construction prints, machinery drawings and manufacturer's manuals; prepare standard operational and time reports; work harmoniously with others; handle weights and loads.

Selective Certification:

Specialized knowledge, skills and abilities related to gas and/or diesel engines may be required to perform the duties of some of these positions. For such positions, certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of these positions.

Requests for selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Health and Physical Condition:

Persons seeking appointment to positions in this class must meet the health and physical condition standards deemed necessary and proper to perform the essential functions fo the position with or without reasonable accommodations.

Physical Effort Grouping: Heavy

Special Working Conditions: Exposure to hazardous, filthy and obnoxious conditions; may also be subject to shift, weekend and holiday work as required.

APPLICATIONS MAY BE FILED ONLINE

AT:

<http://mauicounty.gov>

200 South High Street  
Wailuku, HI 96793  
(808) 270-7850

Position #00765  
WASTEWATER TREATMENT PLANT  
MAINTENANCE MECHANIC I (BC-12)  
KD

[personnel.services@mauicounty.gov](mailto:personnel.services@mauicounty.gov)

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Pre-Employment/Post Offer Drug Screening Test: Applicants must pass a pre-employment/post offer drug screening test as a condition of employment. There is no retesting or re-evaluation process. Cost for the drug screening test shall be borne by the County of Maui.