

PART I DEPARTMENT OF PERSONNEL SERVICES 9.030  
STATE OF HAWAII

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Class Specifications  
for the Class:

REFUSE COLLECTOR

BU 01  
BC-05

Duties Summary:

Performs the lifting of heavy containers at designated collection locations around State buildings and grounds and deposits their contents into a refuse truck; and performs other duties as required.

Distinguishing Characteristics:

This class involves a regular and continuous assignment as a member of a refuse collection crew. A sustained lifting and movement of heavy containers is required at collection points; and litter, debris and other rubbish are also picked up and loaded manually.

Examples of Duties:

Accompanies a refuse truck on a designated scheduled route to collection pick-up points; lifts oil drums and other containers, and deposits contents into the load section of the truck; returns containers to their proper places; shovels or hand carries trash into the truck; rakes and tidies up refuse collection areas as necessary; picks up and loads tree trimmings and hedge cuttings into the truck; may assist in maintaining grounds areas by performing routine manual tasks such as weeding, watering and sodding; may dig and shovel dirt for the laying of lawn sprinkler pipes.

Knowledge and Abilities Required:

Knowledge of: Proper methods in the manual lifting of heavy objects; safety practices appropriate to the work.

Ability to: Perform heavy manual work; understand and follow oral instructions.  
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This is the first specification for the new class, REFUSE COLLECTOR established as a result of a classification appeal decision by the Civil Service Commission.

DATE APPROVED: October 11, 1965

/s/ Edmond L. McIntosh  
for (Mrs.) EDNA TAVARES TAUFASAU  
Director of Personnel Services



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Class Specifications  
for the Class:

TRUCK DRIVER-LABORER

BU 01  
BC-05

Duties Summary:

Operates medium and heavy trucks as a regular work assignment, and performs operational maintenance; performs manual, unskilled and semi-skilled work in the general construction and maintenance of roads and adjacent areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from classes in the Truck Driver series in that the Truck Driver-Laborer is regularly assigned to operate medium (factory rated capacity of 1-1/2 tons and over, but less than 5 tons), and heavy (factory rated capacity of 5 tons and over) trucks, but spends a major portion of the work time in performing manual, unskilled and semi-skilled work; whereas classes in the Truck Driver series are responsible for operating and maintaining trucks as a major work assignment and may perform manual work as an auxiliary or sporadic assignment.

This class differs from the class General Laborer II in the Truck Driver-Laborer, although spending a major portion of time performing manual, unskilled and semi-skilled work, is regularly assigned to operate medium and heavy trucks on a continuing basis; whereas the General Laborer II performs manual work which includes tasks that require some manipulative skill, but does not include the operation of medium and heavy trucks on a regular or continuing basis.

Examples of Duties:

Operates dump trucks to haul rocks, gravel, dirt and other material; operates a tank truck to haul water to landscaped areas; operates water pumps and waters plants and grass with hose or spray attachments; plants trees, shrubs and grass along landscaped areas of the highway; prunes trees and shrubs; cultivates and weeds landscaped areas; cleans ditches and culverts; cuts grass along highways; assists in building or repairing stonewalls, guard rails and patching pavement; performs a variety of manual, unskilled and semi-skilled work in the general construction and maintenance of roads, buildings, structures and equipment; keeps records of supplies and materials used in maintaining landscaped areas such as insecticides and fertilizers; may supervise a helper assisting in the maintenance of landscaped areas.

Knowledge, Skills and Abilities Required:

Knowledge of: Common hand tools and equipment used in manual, unskilled and semi-skilled work; common methods, procedures and materials used in general construction and maintenance work; method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of the class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of the class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of the class; perform lifting, carrying or other manual work typical of the class; operate simple machinery; understand and observe traffic laws and rules; learn a variety of semi-skilled work tasks; operate simple machinery.

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This is an amendment (format change only) to the class specification for the class TRUCK DRIVER-LABORER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO  
Director of Personnel Services

Minimum Qualification Specifications  
for the Class:

TRUCK DRIVER-LABORER

**Experience Requirement**

One (1) year of manual, unskilled and semi-skilled work experience in general construction and/or building repair and maintenance, some of which shall have included the operation of trucks representative of the class (i.e., medium trucks with a factory rated capacity of 1-1/2 tons or more, but less than 5 tons, and heavy trucks with a factory rated capacity greater than 5 tons), or any equivalent combination of training and experience.

**License Requirement**

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

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

Agencies requesting 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.

**Tests**

Applicants may be required to qualify on an appropriate examination.

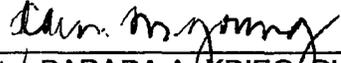
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER-LABORER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development

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Class Specifications  
for the Class:

TRUCK DRIVER

BU 01  
BC-06

Duties Summary:

Operates a truck of at least 1-1/2 ton factory-rated capacity but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Light Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons as a major work assignment; whereas the Light Truck Driver operates and maintains a truck having a factory-rated capacity of less than 1-1/2 tons or a passenger-type vehicle such as a sedan or station wagon as a major work assignment and may occasionally operate heavier trucks.

This class differs from that of Heavy Truck Driver in that the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks; whereas the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons and over or a tank truck having a capacity of over 1200 gallons as a major work assignment.

Examples of Duties:

Operates a truck representative of the class to haul gravel, rocks, dirt, sand, rubbish and other materials; operates a tank truck appropriate to the class for watering landscaped areas, poisoning weeds and brush, or for applying bitumuls to pavement; may keep records of areas watered or sprayed with poison; transports personnel to and from work sites; operates or runs equipment attached to or mounted on trucks such as booms, air compressors and spraying equipment; checks trucks for gasoline, oil, water, and proper air pressure in tires, and tends to such

needs; services and makes minor emergency repairs to equipment; cuts grass and branches; cleans storm drains, and cleans debris from highways and other areas; spreads asphaltic concrete and rock in repairing pavement; may direct others in loading and unloading truck; or may operate tractor mowers, light trucks or other similar pieces of equipment; and may occasionally operate other types of motorized equipment or heavy trucks.

Knowledge, Skills, and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of this class; the capacity and uses of motorized equipment representative of this class; operational maintenance needs of motorized equipment representative of this class; laws, ordinances, rules and regulations governing the operation of motor vehicles on streets and highways; and hazards and safety precautions applicable to the operation of motorized equipment representative of the class.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and observe traffic laws and rules; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks, such as booms, generators, air compressors, and spraying equipment; understand and follow oral and written instruction; use common hand tools; observe mechanical defects and take steps to have such defects corrected; and perform lifting, carrying or other manual work typical of the class.

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This is an amendment (format change only) to the specification for the class TRUCK DRIVER approved on September 23, 1988.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO  
Director of Personnel Services

Minimum Qualification Specifications  
for the Class:

TRUCK DRIVER

**Experience/Training Requirement**

One (1) year of work experience in the operation of trucks representative of the class, or any equivalent combination of training and experience.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**License Required**

Applicants must possess valid license to drive in the State of Hawaii, and an appropriate Commercial Driver's License with proper endorsements, as applicable.

**Selective Certification**

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

Agencies requesting 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.

**Tests**

Applicants may be required to qualify on an appropriate examination.

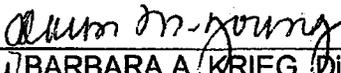
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 8/20/2012

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development

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Class Specifications  
for the Class:

HEAVY TRUCK DRIVER

BU 01  
BC-07

Duties Summary:

Operates a truck having a factory-rated capacity of 5 tons and over, or a tank truck having a capacity of over 1200 gallons as a major work assignment, and performs operational maintenance; may perform manual work tasks in connection with general construction and maintenance work; and performs other related duties as assigned.

Distinguishing Characteristics:

This class differs from that of Truck Driver in that the Heavy Truck Driver operates and maintains a truck having a factory-rated capacity of 5 tons or over, or a tank truck having a capacity of over 1200 gallons as a major work assignment; whereas the Truck Driver operates and maintains a truck having a factory-rated capacity of 1-1/2 tons but less than 5 tons, or a tank truck having a capacity of 1200 gallons or less as a major work assignment and may occasionally operate heavier trucks.

Examples of Duties:

Operates a truck representative of the class in hauling sand, rocks, aggregates, dirt, and other materials; operates a tank truck having a capacity of over 1200 gallons which is used for watering landscaped areas, poisoning weeds and brush, or applying bitumuls to pavement; operates or runs equipment attached to or mounted on trucks such as rock spreaders, booms, air compressors and spraying equipment; transports personnel to and from work sites; loads and unloads trucks; keeps equipment supplied with fuel, oil, water and air; services and makes minor emergency repairs to equipment; may keep records of areas watered or sprayed with poison; cuts grass, cleans ditches and cleans dirt and debris from highways and other areas; spreads asphaltic concrete and rocks in repairing pavement; may supervise others in loading and unloading trucks or performing other tasks related to the operation of the truck or attachments; and may operate other types of motorized equipment and assist in manual work as required.

Knowledge, Skills and Abilities Required:

Knowledge of: Method of operating motorized equipment representative of the class; the capacity and uses of motorized equipment representative of this class; maintenance needs of motorized equipment representative of this class; laws, ordinances, practices, and rules and regulations governing the operation of motorized equipment on streets and highways; and hazards and safety precautions applicable to the operation of motor vehicles.

Ability to: Operate motorized equipment representative of this class skillfully and safely; understand and follow oral and written instructions; perform minor maintenance work on equipment representative of this class; learn to operate attachments to trucks such as booms, generators, air compressors and spraying equipment; understand and observe traffic laws and rules; and observe mechanical defects and take steps to have such defects corrected; perform lifting, carrying or other manual work typical of the class.

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This is an amendment (format change only) to the class specification for the class HEAVY TRUCK DRIVER approved on December 3, 1985.

DATE APPROVED: 4/23/91

SHARON Y. MIYASHIRO  
Director of Personnel Services

Minimum Qualification Specifications  
for the Class:

HEAVY TRUCK DRIVER

**Experience Requirement**

One (1) year of work experience in the operation of trucks having a factory-rated capacity of more than 1-1/2 tons, or any equivalent combination of training and experience.

**License Requirement**

A valid license of the appropriate type (e.g., Class 4 or Commercial Driver's License with applicable endorsements) to drive in the State of Hawaii is required to perform the essential functions of the position.

**Quality of Experience**

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

**Selective Certification**

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

Agencies requesting 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.

**Tests**

Applicants may be required to qualify on an appropriate examination.

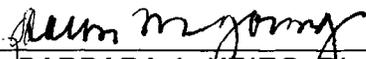
**Physical and Medical Requirements**

Applicants must be able to perform the essential functions of the position effectively and safely, with or without reasonable accommodation.

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This is an amendment to the minimum qualification specifications for the class HEAVY TRUCK DRIVER, which were approved on April 23, 1991.

DATE APPROVED: 4/5/2013

  
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BARBARA A. KRIEG, Director  
Department of Human Resources Development

State of Hawaii  
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT  
SALARY SCHEDULE

Effective Date: 01/01/2020

Bargaining Unit: 01 Blue Collar, Non-Supervisor

		A			A			A			A
BC01	ANN	42,324	BC09	ANN	57,516	WS01	ANN	43,860	WS09	ANN	61,044
	MON	3,527		MON	4,793		MON	3,655		MON	5,087
	8HR	162.80		8HR	221.20		8HR	168.72		8HR	234.80
	HRLY	20.35		HRLY	27.65		HRLY	21.09		HRLY	29.35
BC02	ANN	42,900	BC10	ANN	59,700	WS02	ANN	45,888	WS10	ANN	63,216
	MON	3,575		MON	4,975		MON	3,824		MON	5,268
	8HR	165.04		8HR	229.60		8HR	176.48		8HR	243.12
	HRLY	20.63		HRLY	28.70		HRLY	22.06		HRLY	30.39
BC03	ANN	44,112	BC11	ANN	61,884	WS03	ANN	47,220	WS11	ANN	65,664
	MON	3,676		MON	5,157		MON	3,935		MON	5,472
	8HR	169.68		8HR	238.00		8HR	181.60		8HR	252.56
	HRLY	21.21		HRLY	29.75		HRLY	22.70		HRLY	31.57
BC04	ANN	45,888	BC12	ANN	64,248	WS04	ANN	49,128	WS12	ANN	68,052
	MON	3,824		MON	5,354		MON	4,094		MON	5,671
	8HR	176.48		8HR	247.12		8HR	188.96		8HR	261.76
	HRLY	22.06		HRLY	30.89		HRLY	23.62		HRLY	32.72
BC05	ANN	47,712	BC13	ANN	66,600	WS05	ANN	51,120	WS13	ANN	70,620
	MON	3,976		MON	5,550		MON	4,260		MON	5,885
	8HR	183.52		8HR	256.16		8HR	196.64		8HR	271.60
	HRLY	22.94		HRLY	32.02		HRLY	24.58		HRLY	33.95
BC06	ANN	49,632	BC14	ANN	69,144	WS06	ANN	53,160	WS14	ANN	73,236
	MON	4,136		MON	5,762		MON	4,430		MON	6,103
	8HR	190.88		8HR	265.92		8HR	204.48		8HR	281.68
	HRLY	23.86		HRLY	33.24		HRLY	25.56		HRLY	35.21
BC07	ANN	51,624	BC15	ANN	71,724	WS07	ANN	55,284	WS15	ANN	76,032
	MON	4,302		MON	5,977		MON	4,607		MON	6,336
	8HR	198.56		8HR	275.84		8HR	212.64		8HR	292.40
	HRLY	24.82		HRLY	34.48		HRLY	26.58		HRLY	36.55
BC08	ANN	53,724				WS08	ANN	57,480			
	MON	4,477					MON	4,790			
	8HR	206.64					8HR	221.04			
	HRLY	25.83					HRLY	27.63			

**Years 2020 and 2021**  
**Holidays to be observed by the**  
**HAWAII STATE GOVERNMENT**

**www.dhrd.hawaii.gov**

Website where State Holiday Schedule posted

**Year 2020 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2020</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1 Wednesday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 20 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 17 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Thursday .....	The twenty-sixth day in March
Good Friday.....	April 10 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 25 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Thursday.....	The eleventh day in June
Independence Day.....	July 3 Friday.....	The fourth day in July
Statehood Day.....	Aug. 21 Friday.....	The third Friday in August
Labor Day.....	Sept. 7 Monday.....	The first Monday in September
General Election Day .....	Nov. 3 Tuesday.....	The first Tuesday in Nov. following the first Monday of even numbered years. ( <i>Hawaii State Constitution, Article 2 – Section</i> )
Veterans' Day.....	Nov. 11 Wednesday.....	The eleventh day in November
Thanksgiving.....	Nov. 26 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 25 Friday.....	The twenty-fifth day in December

**Year 2021 HAWAII STATE HOLIDAYS**

<u>(Hawaii Rev. Statutes, Sec. 8-1)</u>	<u>Day Observed in 2020</u>	<u>Official Date Designated in Statute/Constitution</u>
New Year's Day.....	Jan. 1, Friday.....	The first day in January
Dr. Martin Luther King, Jr. Day.....	Jan. 18 Monday.....	The third Monday in January
Presidents' Day.....	Feb. 15 Monday.....	The third Monday in February
Prince Jonah Kuhio Kalaniana'ole Day.....	Mar. 26 Friday.....	The twenty-sixth day in March
Good Friday.....	April 2 Friday.....	The Friday preceding Easter Sunday
Memorial Day.....	May 31 Monday.....	The last Monday in May
King Kamehameha I Day.....	June 11 Friday.....	The eleventh day in June
Independence Day.....	July 5 Monday.....	The fourth day in July
Statehood Day.....	Aug. 20 Friday.....	The third Friday in August
Labor Day.....	Sept. 6 Monday.....	The first Monday in September
Veterans' Day.....	Nov 11 Thursday.....	The eleventh day in November
Thanksgiving.....	Nov. 25 Thursday.....	The fourth Thursday in November
Christmas.....	Dec. 24 Friday.....	The twenty-fifth day in December

**FOOTNOTES:** For use solely by State government agencies. Federal government and local banking holidays may differ. For State agencies that operate on other than Monday-Friday 7:45 AM to 4:30 PM schedules, also refer to appropriate collective bargaining agreements. Created by the Department of Human Resources Development 2/28/2018 subject to change.

**BID SUBMITTAL CHECKLIST****IFB PMB-2020-06****FURNISH REFUSE COLLECTION SERVICES FOR VARIOUS STATE AND FEDERAL LOW INCOME PUBLIC HOUSING PROPERTIES STATEWIDE**

*The following checklist is provided as a reference for bid submittal. The Bidder shall be responsible for complying with all aspects of bid submission requirements. The HPHA shall not be responsible for other pertinent IFB information not listed below:*

- 1. Wage Certificate
- 2. Bid Offer Form (original signature required)
- 3. Hawaii Compliance Certificate OR
  - a. Department of Labor and Industrial Relations, Certificate of Compliance with section 3-122-112, HAR, Form LIR #27; and
  - b. Department of Consumer and Commerce Affairs Certificate of Good Standing; and
  - c. State and Federal Tax Clearance Certificate.
- 4. Corporate Resolution indicating authorized signer for bid and contractual documents
- 5. Certification and Representations of Offerors, Form HUD 5369-C
- 6. Submit bid offer in a sealed envelope identified with IFB No. PMB-2020-06, bidder's legal name, business address, phone number, and address it to the attention of the IFB Coordinator.