

PART I

DEPARTMENT OF PERSONNEL SERVICES
STATE OF HAWAII

9.310

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Class Specifications
for the Class:

JANITOR I

Duties Summary:

Performs routine manual work in cleaning and maintaining public buildings; and performs other related duties as assigned.

Distinguishing Characteristics:

Performs routine cleaning tasks in cleaning and maintaining public buildings which rarely involves maintenance repair work or strenuous work such as carrying and moving heavy furniture and equipment.

Examples of Duties:

Sweeps and scrubs floors, hallways, corridors and stairways; cleans, mops, disinfects and services lavatories and restrooms; empties and cleans receptacles; mops and waxes floors; washes, dusts, waxes and/or polishes windows, woodwork, walls and fixtures which are easily accessible; cleans table tops, bookcases, drinking fountains, wash basins, venetian blinds, etc.; arranges chairs, tables and other light furniture and equipment for scheduled activities; locks and unlocks doors and windows; turns lights on and off; operates polishing machine and vacuum cleaner; runs errands; clears bookdrops; may work on grounds adjacent to the building in which employed, raking leaves, picking up debris, and watering lawns, trees; and may operate a car to complete assigned tasks.

Knowledge and Abilities Required:

Knowledge of: Practices, tools and materials used in janitorial work.

Ability to: Perform light manual work; understand and follow oral and written instructions.

This is an amendment to the specification for the class JANITOR I approved on September 14, 1982.

DATE APPROVED: 3/8/83

DONALD BOTELHO
Director of Personnel Services

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	9.310
	STATE OF HAWAII	9.315
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	Minimum Qualification Specifications	9.330
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JANITOR I, II, III
JANITOR SUPERVISOR I, II
JANITOR SUPERINTENDENT

Experience Requirement

Applicants must have had the kind and quality of experience described below, and in the amounts shown in the following table, or any equivalent combination of training and experience:

Class Title	General Experience (Years)	Supervisory Experience (Years)	Total Experience (Years)
Janitor I	0	0	0
Janitor II	0	0	0
Janitor III	2	*	2
Janitor Supervisor I	2	1	3
Janitor Supervisor II	2	1-1/2	3-1/2
Janitor Superintendent	3	2	5

General Experience: Janitorial or related custodial work such as sweeping, dusting and cleaning of buildings.

Supervisory Experience: Experience which has included responsibility for scheduling and inspecting the work of subordinates; instructing employees in the proper method of performing the work; maintaining discipline; insuring that safety practices are adhered to; and keeping records of work activities.

*For the Janitor III level, applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

PART II
JANITOR I, II, III
JANITOR SUPERVISOR I, II
JANITOR SUPERINTENDENT

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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

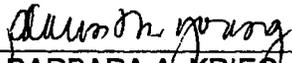
Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements

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

This is an amendment to the minimum qualification specifications for the classes JANITOR I, II, III; JANITOR SUPERVISOR I, II; and JANITOR SUPERINTENDENT, which were approved on March 10, 1983.

DATE APPROVED: 7/23/2012



BARBARA A. KRIEG, Director
Department of Human Resources Development

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Class Specifications
for the Class:

JANITOR SUPERVISOR I

Duties Summary:

Supervises the work of a group of janitors and other custodial personnel in the cleaning and maintenance of buildings and building areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is a full-time supervisor over a group of janitors and other custodial personnel.

Examples of Duties:

Schedules the work of janitors, watchmen and other custodial personnel; conducts inspectional tours of work stations such as offices, elevators, parking areas, washrooms, etc., to insure that proper cleaning, maintenance, security and safety measures have been carried out; notes deficiencies such as the need for repair of equipment, re-cleaning of rooms, etc., and takes corrective action by instructing subordinates on specific tasks to be done, or by notifying proper authorities; inspects work stations and checks on employees' attendance; assigns workers to fill temporary or permanent vacancies; approves or recommends for approval requests for leaves of absences by employees; evaluates work performances of employees; requisitions and issues supplies and equipment; takes inventory of supplies and equipment; keeps records of work activities and submits oral and written reports.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; principles and practices of supervision.

Ability to: Instruct and supervise others in the operation of tools and equipment used in janitorial and simple maintenance work; follow and give oral and written instructions.

This is an amendment to the specification for the class
JANITOR SUPERVISOR I approved on December 14, 1955.

DATE APPROVED: 3/10/83

DONALD BOTELHO
Director of Personnel Services

PART II	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	9.310
	STATE OF HAWAII	9.315
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JANITOR SUPERVISOR I, II
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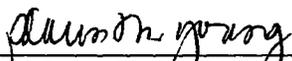
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This is an amendment to the minimum qualification specifications for the classes JANITOR I, II, III; JANITOR SUPERVISOR I, II; and JANITOR SUPERINTENDENT, which were approved on March 10, 1983.

DATE APPROVED: 7/23/2012



BARBARA A. KRIEGER, Director
Department of Human Resources Development

State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 07/01/2020
Bargaining Unit: 01 Blue Collar, Non-Supervisor

	A		A		A		A		A		
BC01	ANN	43,176	BC09	ANN	58,668	WS01	ANN	44,736	WS09	ANN	62,268
	MON	3,598		MON	4,889		MON	3,728		MON	5,189
	8HR	166.08		8HR	225.68		8HR	172.08		8HR	239.52
	HRLY	20.76		HRLY	28.21		HRLY	21.51		HRLY	29.94
BC02	ANN	43,764	BC10	ANN	60,900	WS02	ANN	46,800	WS10	ANN	64,476
	MON	3,647		MON	5,075		MON	3,900		MON	5,373
	8HR	168.32		8HR	234.24		8HR	180.00		8HR	248.00
	HRLY	21.04		HRLY	29.28		HRLY	22.50		HRLY	31.00
BC03	ANN	45,000	BC11	ANN	63,120	WS03	ANN	48,168	WS11	ANN	66,972
	MON	3,750		MON	5,260		MON	4,014		MON	5,581
	8HR	173.04		8HR	242.80		8HR	185.28		8HR	257.60
	HRLY	21.63		HRLY	30.35		HRLY	23.16		HRLY	32.20
BC04	ANN	46,800	BC12	ANN	65,532	WS04	ANN	50,112	WS12	ANN	69,408
	MON	3,900		MON	5,461		MON	4,176		MON	5,784
	8HR	180.00		8HR	252.08		8HR	192.72		8HR	266.96
	HRLY	22.50		HRLY	31.51		HRLY	24.09		HRLY	33.37
BC05	ANN	48,672	BC13	ANN	67,932	WS05	ANN	52,140	WS13	ANN	72,036
	MON	4,056		MON	5,661		MON	4,345		MON	6,003
	8HR	187.20		8HR	261.28		8HR	200.56		8HR	277.04
	HRLY	23.40		HRLY	32.66		HRLY	25.07		HRLY	34.63
BC06	ANN	50,628	BC14	ANN	70,524	WS06	ANN	54,228	WS14	ANN	74,700
	MON	4,219		MON	5,877		MON	4,519		MON	6,225
	8HR	194.72		8HR	271.28		8HR	208.56		8HR	287.28
	HRLY	24.34		HRLY	33.91		HRLY	26.07		HRLY	35.91
BC07	ANN	52,656	BC15	ANN	73,164	WS07	ANN	56,388	WS15	ANN	77,556
	MON	4,388		MON	6,097		MON	4,699		MON	6,463
	8HR	202.56		8HR	281.44		8HR	216.88		8HR	298.32
	HRLY	25.32		HRLY	35.18		HRLY	27.11		HRLY	37.29
BC08	ANN	54,804		ANN	58,632	WS08	ANN	58,632		ANN	58,632
	MON	4,567		MON	4,886		MON	4,886		MON	4,886
	8HR	210.80		8HR	225.52		8HR	225.52		8HR	225.52
	HRLY	26.35		HRLY	28.19		HRLY	28.19		HRLY	28.19

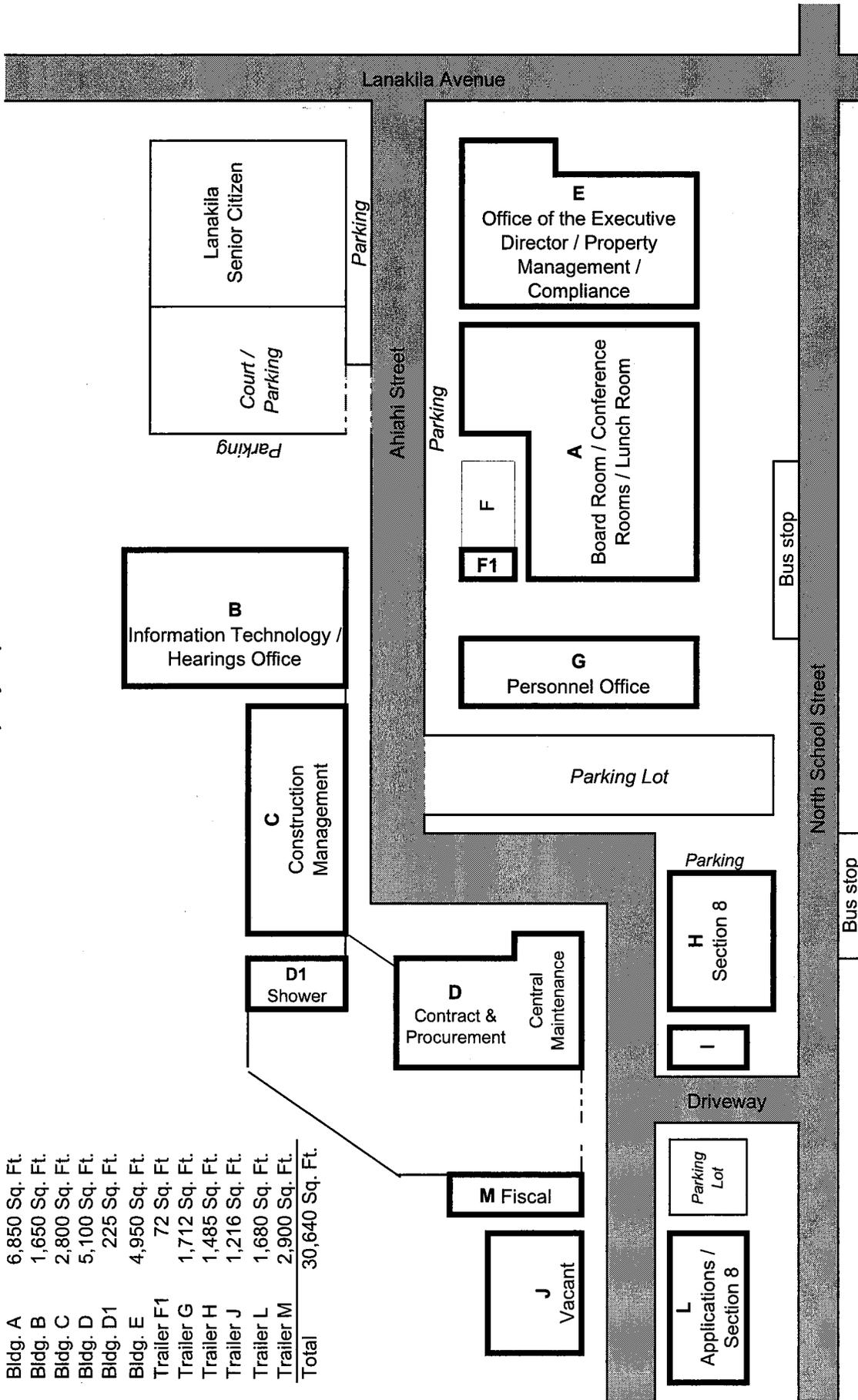
State of Hawaii
DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT
SALARY SCHEDULE

Effective Date: 01/01/2019
Bargaining Unit: 02 Blue Collar, Supervisor

		Step A1	Step B1	Step C1		Step A1	Step B1	Step C1	
F101	ANN MON 8HR HRLY	45,120 3,760 173.52 21.69	45,996 3,833 176.88 22.11	46,908 3,909 180.40 22.55	F109	ANN MON 8HR HRLY	62,136 5,178 238.96 29.87	63,396 5,283 243.84 30.48	64,656 5,388 248.64 31.08
F102	ANN MON 8HR HRLY	46,932 3,911 180.48 22.56	47,880 3,990 184.16 23.02	48,828 4,069 187.84 23.48	F110	ANN MON 8HR HRLY	64,644 5,387 248.64 31.08	65,964 5,497 253.68 31.71	67,272 5,606 258.72 32.34
F103	ANN MON 8HR HRLY	48,420 4,035 186.24 23.28	49,428 4,119 190.08 23.76	50,400 4,200 193.84 24.23	F111	ANN MON 8HR HRLY	67,248 5,604 258.64 32.33	68,616 5,718 263.92 32.99	69,972 5,831 269.12 33.64
F104	ANN MON 8HR HRLY	50,412 4,201 193.92 24.24	51,408 4,284 197.76 24.72	52,452 4,371 201.76 25.22	F112	ANN MON 8HR HRLY	69,924 5,827 268.96 33.62	71,316 5,943 274.32 34.29	72,768 6,064 279.84 34.98
F105	ANN MON 8HR HRLY	53,040 4,420 204.00 25.50	54,120 4,510 208.16 26.02	55,224 4,602 212.40 26.55	F113	ANN MON 8HR HRLY	72,708 6,059 279.68 34.96	74,172 6,181 285.28 35.66	75,660 6,305 291.04 36.38
F106	ANN MON 8HR HRLY	54,516 4,543 209.68 26.21	55,596 4,633 213.84 26.73	56,700 4,725 218.08 27.26	F114	ANN MON 8HR HRLY	75,612 6,301 290.80 36.35	77,124 6,427 296.64 37.08	78,660 6,555 302.56 37.82
F107	ANN MON 8HR HRLY	56,640 4,720 217.84 27.23	57,732 4,811 222.08 27.76	58,908 4,909 226.56 28.32	F115	ANN MON 8HR HRLY	78,612 6,551 302.32 37.79	80,184 6,682 308.40 38.55	81,792 6,816 314.56 39.32
F108	ANN MON 8HR HRLY	58,908 4,909 226.56 28.32	60,060 5,005 231.04 28.88	61,272 5,106 235.68 29.46					

Property Map

Bldg. A	6,850 Sq. Ft.
Bldg. B	1,650 Sq. Ft.
Bldg. C	2,800 Sq. Ft.
Bldg. D	5,100 Sq. Ft.
Bldg. D1	225 Sq. Ft.
Bldg. E	4,950 Sq. Ft.
Trailer F1	72 Sq. Ft.
Trailer G	1,712 Sq. Ft.
Trailer H	1,485 Sq. Ft.
Trailer J	1,216 Sq. Ft.
Trailer L	1,680 Sq. Ft.
Trailer M	2,900 Sq. Ft.
Total	30,640 Sq. Ft.



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-2020-38

FURNISH CUSTODIAL SERVICES AT THE HAWAII PUBLIC HOUSING AUTHORITY ADMINISTRATIVE OFFICES ON OAHU

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. Corporate Resolution indicating authorized signer for bid and contractual documents
- 4. Submit bid offer in a sealed envelope identified with IFB No. PMB-2020-38, bidder's legal name, business address, phone number, and address it to the attention of the IFB Coordinator.