



Hawaii Public Housing Authority (HPHA)

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

EXEMPT ADMINISTRATIVE POSITIONS

❖ **PROJECT ENGINEER**

The HPHA's Construction Management Branch is seeking a Project Engineer to manage major capital improvement projects for Federal and State Public Housing developments statewide. As a Project Engineer, the incumbent will be responsible for managing several design and construction projects, ensuring that they are completed within budget and time frames, funding deadlines, and in accordance with federal and/or state rules and regulations. This position will plan projects, prepare cost estimates, manage design, and construction progress, change proposal and progress payment requests, maintain cost data records, wage and hour certification, accessibility compliance, review complex engineering designs, manage, and administer multiple design construction contacts and projects for the HPHA.

Salary Range:

\$6,535.00 - \$7,952.00 Monthly

\$78,420.00 – \$95,424.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited college or university with a bachelor's degree in architecture, Landscape Architecture, Building Construction or Engineering.

Substitution: Excess work experience as described below which provided knowledge, skills, and abilities comparable to those acquired in four years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted for Education on a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

Experience: Three (3) years of experience in the planning, design, and construction of projects as a project coordinator, project manager, or contracting officer is preferred.

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 can perform the duties of the position for which he/she is being considered.

❖ **HOUSING PUBLIC HOUSING SUPERVISOR VI**

The primary purpose of this position is to supervise the Management Section. This position develops and coordinates policies and procedures relating to the public housing projects under the section.

Salary Range:

\$6,535.00 - \$7,644.00 Monthly

\$78,420.00 – \$91,728.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited (4) year college or university with a bachelor's degree.

Experience: Two and one-half (2 ½) years of specialized experience in one or a combination of the following types of work:

A. Supervisory Experience: work experience which included (1) planning, organizing, scheduling, and directing the work of others; (2) assigning and reviewing their work; (3) advising them on difficult work problems; (4) training and developing subordinates; and (5) evaluating their work performance.

B. Staff Specialist Experience: experience in the field of public housing, real property management, or related fields as a staff specialist which involved work such as conducting studies and making recommendations for the development or revision of standards, policies, procedures, and techniques pertaining to program or activity; giving technical advice and direction; gathering data to determine conformance with standards and requirements; conducting special studies; recommending staff improvements and developing training materials. Also, work experience which involved securing the cooperation and support of private and public agencies and community organizations to promote, develop, and maintain an understanding of public housing goals and objectives and the role public housing projects play in the total pattern of community organization; collecting and analyzing data on present and projected staffing needs and on employee training programs to meet workforce needs; and evaluating standards, policies, procedures, and techniques pertaining to public housing activities.

Substitution for Specialized Experience:

Possession of a master's degree from an accredited college or university with a major in business or public administration may be substituted for one (1) year of Specialized 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 can perform the duties of the position for which he/she is being considered.

❖ **HOUSING CONTRACT SPECIALIST (Goods and Services)**

The HPHA's Contract and Procurement Office is seeking a Housing Contract Specialist to provide administration of all contracts and procurement activities relating to goods and services. The incumbent is responsible for ensuring that the procurement of goods, supplies, services, and construction materials for HPHA are in compliance with all federal and state procurement laws, rules, and regulations.

Salary Range:

\$5,369.00 - \$6,283.00 Monthly

\$64,428.00 - \$75,396.00 Annually

Minimum Qualification Requirements:

Required Licenses, Certificates, etc.: Valid Class 3, Hawaii State Driver License or equivalent.

Education: Graduation from a four-year accredited college or university with a bachelor's degree.

Substitution: In lieu of education work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she has the ability to perform the duties and responsibilities for which he/she is being considered, e.g., must possess the knowledge, skills, and abilities.

Experience: Two (2) years of work experience specializing in procuring professional services, preparing, and processing contracts, legal documents or notices requiring the knowledge and application of pertinent Federal and State procurement laws, policies and procedures, and contract management.

❖ **HOUSING PUBLIC HOUSING SUPERVISOR IV (Kauai)**

The primary purpose of this position is to perform in a capacity of a deputy to the Public Housing Supervisor V in the total management and operation of a housing management area. In the absence of the manager, the deputy manager becomes responsible for the total operation within the management area.

Salary Range:

\$5,369.00 - \$6,283.00 Monthly

\$64,428.00 – \$75,396.00 Annually

Minimum Qualification Requirements:

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

Specialized Experience: Two and one-half (2-½) years of specialized experience in one or a combination of the following types of work:

1. Progressively responsible work which required participation in, or the conduct of, most of the operational activities normally associated with housing projects, including such activities as:

- Development and implementation of local policies, procedures, and work plans.
- Supervision and training of subordinate personnel.

- Budgetary control and fiscal management of funds and expenditures related to project operations, maintenance, and repair of project facilities, etc.
- Evaluation of operating and maintenance costs and practices to obtain maximum efficiency and economy.
- Rental and occupancy activities involving tenant selection, dwelling unit assignment, surveys of local rent and utility rates, setting and/or collecting rents and charges.
- Community and tenant relations including development of cooperative dealings and harmonious relationships, adjustment of complaints, assistance on problems of health, safety, recreation, and social welfare needs of tenants.

2. Progressively responsible work in real property management as an employee or agent of a real estate firm, bank, insurance company, etc., engaged in the control and conduct of multiple unit residential housing operations, private housing developments, shopping centers, etc.

Such work must have provided the applicant with knowledge of, and experience in most of the following activities:

- Establishment of rent schedules.
- Property rental, lease negotiation and preparation.
- Property maintenance and repair which included responsibility for the efficient and economical maintenance of the property and the protection of the owner's investment through property inspections and effecting needed repairs and alterations; and
- Fund management: i.e., the installation and maintenance of fiscal accountability control procedures and records to reflect income and expenses.

Substitutions Allowed:

A master's degree from an accredited college or university with a major in business or public administration may be substituted for one (1) year of Specialized 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 can perform the duties of the position for which he/she is being considered.

❖ **SYSTEMS ANALYST IV**

This position is responsible for the overall administration, planning, direction, management, development, implementation and maintenance of all information technology (IT) systems and processing for the Hawaii Public Housing Authority (HPHA). The unit is tasked with support and management of business applications; IT related procurement, project planning and implementation, telecommunication and network operations, systems software/hardware, and technical training for the HPHA.

Salary Range:

\$5,369.00 - \$6,283.00 Monthly

\$64,428.00 - \$75,396.00 Annually

Minimum Qualification Requirements:

Education: Graduation from an accredited four (4) year college or university with a bachelor's degree or relevant substitution(s).

Substitution: In lieu of education, work experience may be substituted. For work experience to qualify in lieu of education, the applicant's overall applicable work experience must have a similar scope and responsibility as to conclusively demonstrate that he/she can perform the duties and responsibilities for which he/she is being considered, e.g., must possess the knowledge, skills, and abilities.

Experience: Two and a half (2.5) years of progressively responsible technical experience which involved a variety of hardware, software and transmission media that enable connectivity between computers over LANs/WANs.

❖ **HEARINGS ASSISTANT**

The Hearings Office is seeking a Hearings Assistant. This position is responsible to represent HPHA in eviction hearings against residents before the eviction boards and coordinates with the Department of Attorney General on court proceedings; prepares necessary documents for the eviction process. The primary purpose of the Hearings Assistant is to provide technical and administrative assistance to the Hearings Officer in the areas of rule enforcement, quasi-judicial administrative hearings, and adverse proceedings.

Salary Range:

\$4,054.00 - \$4,562.00 Monthly

\$48,648.00 – \$54,756.00 Annually

Minimum Qualification Requirements:

Education: High school diploma or equivalent.

Required Licenses, Certificates, etc.: A valid license to drive in the State of Hawaii, required.

Experience: Five (5) years of clerical work and legal assistance experience. The incumbent must be able to take dictation with speed and accuracy at a net word rate of 80 words per minute and type a variety of material with speed and accuracy at a net of 40 words per minute. Ability to understand and explain legal processes and procedures.

❖ **HOUSING GENERAL CONSTRUCTION AND MAINTENANCE SUPERVISOR I**

This primary purpose of this position is to supervise the overall maintenance operation in the management unit's public housing properties and facilities by planning and reviewing the completed

work orders assigned to skilled trade workers, building maintenance personnel and laborers. This position is also responsible for preventative maintenance programs, inspections programs and other corrective and preventative work projects in the facilities.

Salary Range:

\$6,769.00 Monthly

Minimum Qualification Requirements:

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

❖ **HOUSING BUILDING CONSTRUCTION INSPECTOR II**

The primary purpose of this position is to inspect new construction of buildings for workmanship, use of correct materials, inspection of utility work, grading, paving, landscaping, and other related work in compliance with building and land code and ordinance and to oversee that the work is done according to the approved plans and specifications. Interviews contract journeymen and laborers for Wage and Hour trade classifications and wage rates reports.

Salary Range:

\$4,933.00 Monthly

Minimum Qualification Requirements:

Education: Work experience which involved tasks that demonstrated the ability to read and understand oral and written instructions; and write simply and directly and perform arithmetic computations.

Graduation from high school, or equivalent, may be substituted for the work experience described above.

Experience: Except for the substitutions provided for below, applicants must have had progressively responsible experience in the quantities shown below and of the types and quality described in the paragraph below, or any equivalent combination of training and experience.

General Experience: Two (2) years journey level experience in the building construction trades which demonstrated knowledge of the full range of specialized knowledge, skills, abilities, and practices used in such trades, including knowledge of building construction methods and materials and safety requirements and practices, and the ability to read and interpret blueprints and sketches.

Specialized Experience: One (1) year of Building construction inspection work experience or supervisory work experience, over a force of skilled trades workers in the building construction

industry that involved responsibility for interpreting plans and specifications and inspecting the quality of workmanship and materials for adherence to such plans and specifications.

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.

Substitutions Allowed:

1. Graduation from an accredited college or university with a bachelor's degree in civil engineering or architecture may be substituted for the two (2) years of General Experience required.
2. Excess Specialized Experience may be substituted for the General Experience on a month-for-month basis.

License requirement: Applicants must possess a valid license to drive in the State of Hawaii.

❖ **HOUSING BUILDING MAINTENANCE WORKER I**

The primary purpose of this position is to perform a variety of maintenance and repair work in the upkeep of the buildings, facilities, residences, other structures, and equipment in public housing projects.

Salary Range:
\$5,856.00 Monthly

Experience and Training: Four (4) years of work experience in performing a variety of building maintenance repair work, or any equivalent combination of training and experience.

Ability to: Determine the need for repairs involving a variety of building trades; recognize hazards typical of the work; use hand tools utilized in a variety of building trades; read blueprints and sketches; estimate time and materials needed to perform maintenance and repair jobs; make mechanical repairs to equipment and appliances; understand and follow oral and written instructions.

❖ **HOUSING GENERAL LABORER I**

The primary purpose of this position is to perform a variety of unskilled manual work in the upkeep, maintenance and repair of grounds, buildings, facilities, and other structures in public housing projects.

Salary Range:
\$4,368.00 Monthly

Ability to: understand and follow oral instructions. Perform heavy lifting, moving, digging, or other manual work. Communicate orally and/or in writing to supervisors to notify them about progress of work. Must be able to read tape measure and ruler.

Note: *These positions are exempt non-civil service and are on continuous recruitment until filled. HPHA is an equal opportunity employer. We offer competitive compensation package with added benefits with the State of Hawaii. Salary range is commensurate with training and experience.*

For consideration, you may submit or email a cover letter, a completed State of Hawaii Application for Non-Civil Service Appointment HRD 278 (see link below), and a detailed resume to:

Hawaii Public Housing Authority
Human Resources Office – Building B
1002 N. School Street
Honolulu, Hawaii 96817
Email: hphajobs@hawaii.gov

The State of Hawaii Application for Non-Civil Service Appointment, HRD 278 may be accessed online at <http://humanservices.hawaii.gov/application-for-non-civil-service-appointment/>

For a list of other positions please visit <https://www.governmentjobs.com/careers/hawaii> and apply online.