

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BUILDING/GROUNDS CLASS SERIES

<u>CLASS TITLE</u>	<u>POSITION CODE</u>
BUILDING/GROUNDS LABORER	05598
BUILDING/GROUNDS LEAD I	05601
BUILDING/GROUNDS LEAD II	05602

Effective: 6-16-88

SERIES DISCUSSION:

The Building/Grounds series encompasses positions which perform building and grounds maintenance duties. Specifically excluded from this series are positions engaged in custodial or maintenance work subject to conditions of employment specified by bargaining agreements other than the agreement for RC-42-OCB. Excluded from this series are positions located at an institution that are performing or overseeing nonskilled support functions (e.g., laundry, housekeeping, grounds work, dietary work); such positions are properly allocated to the Support Service series. Also excluded are positions encompassed by other specialized series. For example, positions which regularly perform semiskilled building/ mechanical trades work and/or operate heavy equipment but do not regularly serve in a leadership capacity to others are encompassed by the Building/Grounds Maintenance Worker class.

Progression within this series is predicated upon the nature and variety of duties performed and supervision exercised by positions. Positions allocated to the Building/Grounds Laborer perform nonskilled manual building and grounds work. Positions serving as designated lead workers and those serving in a limited line supervisory capacity are included in the Building/Grounds Lead classes. This leadership responsibility is typically exercised over employees, but also includes other individuals working in defined positions of the agency (e.g., Job Training Partnership Act workers). The Building/Grounds Lead I is designed to encompass positions delegated with authority to assign, review and control the work of subordinate staff; the Building/Grounds Lead II serves either as designated lead worker to Building/Grounds Lead I's, or as first level line supervisor (although in a limited capacity) over employees. This line supervisory capacity is limited in the sense that although the supervisor prepares, conducts and signs performance evaluations of subordinate employees, the supervisor lacks responsibility for adjusting grievances, imposing discipline or other duties characteristic of full line supervisors. Therefore, such positions do not warrant supervisory exclusion from a bargaining unit. In contrast, the Building/Grounds Supervisor encompasses those positions which supervise substantial numbers of full time employees and perform the scope of duties typical of full line supervisors.

BUILDING/GROUNDS LABORER

POSITION CODE: 05598

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs nonskilled cleaning tasks and manual grounds and building labor; scrubs, waxes and polishes floors; washes windows; cleans restrooms; maintains lawns; shovels snow; empties trash.

BUILDING/GROUNDS LABORER (Continued)

ILLUSTRATIVE EXAMPLES OF WORK:

1. Maintains interior cleanliness of facilities; dusts, washes and polishes furniture and fixtures; cleans and disinfects restrooms; mops floors; washes mirrors and windows; replaces towels and tissue paper; scrubs fixtures; refills liquid soap containers.
2. Cleans exhibit areas and stairways open to the public; sweeps, shampoos and vacuums carpets; removes stains from carpets using spot remover; mops, strips, waxes and polishes floors; dusts exhibits.
3. Wipes tables in lunchroom; dusts tables and windowsills; picks up debris (e.g., empty bottles, cigarette butts, paper); empties ashtrays and trash containers; mops up spills.
4. Performs exterior maintenance of facilities; seeds and mows grounds and roadsides; plants and trims trees, shrubs and hedges; rakes leaves; sweeps walkways and entrances; plants and tends flowers; shovels snow or operates garden tractor with snowplow to remove snow and ice from walkways; fills holes in lawn; applies insecticides and herbicides; digs and covers graves for funerals; operates tractors lacking backhoe, end loader, and tree spade attachments; collects and hauls trash and debris from buildings and grounds to appropriate trash receptacles.
5. Loads and unloads trucks; assists in the relocation, disassembly, and/or assembly of office furniture and accoutrements; moves furniture to new locations; assembles modular office furniture.
6. Conducts rounds of the premises; checks thermostats for proper settings and fire sprinklers/security systems for proper functioning; checks for broken or burned out lights; ensures windows are closed and properly fastened; inspects doors to ensure they're locked and there are no signs of forcible entry; reports prowlers and breaches of security to local police; assists in maintaining records and reports.
7. May occasionally provide guidance and direction to new employees, student workers and/or seasonal employees.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school.

Knowledges, Skills and Abilities

Requires elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom).

Requires elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, shovel) use and maintenance.

Requires elementary knowledge of grounds/building maintenance and building cleaning methods.

Requires ability to understand and communicate in English, both orally and in writing.

Requires ability to follow simple oral and written instructions.

May require possession of an appropriate valid driver's license.

BUILDING/GROUNDS LEAD I

POSITION CODE: 05601

DISTINGUISHING FEATURES OF WORK:

Under general supervision, serves as a designated lead worker to nonskilled and semiskilled maintenance staff on an ongoing basis; performs maintenance related duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As a designated lead worker to personnel performing nonskilled or semiskilled building/grounds maintenance work, assigns, reviews and controls subordinates' work on an ongoing basis; schedules shift assignments; provides guidance and direction to staff; provides input to line supervisor concerning subordinates' performance evaluations.
2. At a small outlying armory of the Military & Naval Department, serves as designated lead worker of subordinate maintenance personnel and is designated in charge of the armory in the armory manager's absence; prepares time and attendance reports; contacts Administrative Officer or central office in cases of emergency major repair needs (e.g., water main break, major storm damage); opens and closes armory; maintains security for the armory; ensures gates, doors and windows are locked, reports prowlers and cases of break-in.
3. Operates or serves as a lead worker to those operating heavy equipment to construct, repair and maintain Military & Naval roads and parking areas.
4. Performs semiskilled maintenance duties; makes minor repairs to furniture, electrical outlets, sinks and faucets; replaces broken ceiling or floor tile; replaces circuit breakers and outlets; opens clogged sewer lines; cuts concrete blocks and mixes mortar.
5. Sweeps, mops, strips and waxes floors; vacuums carpets; dusts and polishes furniture; maintains stock of necessary cleaning supplies; cleans and sanitizes restrooms; washes woodwork, restroom fixtures, mirrors and windows; empties trash and garbage cans.
6. Maintains grounds; mows and trims lawn; trims shrubbery; fertilizes lawn; plants flowers; rakes leaves; clears lawn of litter and debris; sweeps and cleans sidewalks; uses garden tractor, shovel and de-icer; removes snow and ice from sidewalks, steps, loading docks, truck ramps and parking lots.

BUILDING/GROUNDS LEAD I (Continued)

7. Conducts rounds of the premises; checks for broken or burned out lights; ensures windows are closed and properly fastened; inspects doors to ensure they're locked and there are no signs of forcible entry; checks for fire hazards; inspects fire equipment to ensure it is in proper working order; reports prowlers and breaches of security to local police.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school and one year's experience in the maintenance/janitorial field.

Knowledges, Skills and Abilities

Requires working knowledge of materials, tools and equipment used to repair and maintain buildings and grounds.

Requires working knowledge of the use and care of cleaning equipment and supplies.

Requires ability to make minor repairs and adjustments to grounds/building maintenance equipment.

Requires ability to perform semiskilled manual work and/or to operate heavy equipment.

Requires ability to understand and communicate in English, both orally and in writing.

Requires ability to prepare simple records and reports.

Requires ability to follow oral and written instructions.

Requires ability to assign tasks, direct and review the work of semiskilled and unskilled staff to achieve efficient results.

May require possession of an appropriate valid driver's license.

BUILDING/GROUNDS LEAD II

POSITION CODE: 05602

DISTINGUISHING FEATURES OF WORK:

Under general supervision, as a designated lead worker, directs, through a subordinate Building/Grounds Lead I(s), the activities of a staff maintaining buildings and grounds, may serve as a working supervisor of employees; performs maintenance related duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. As designated lead worker, assigns, reviews and controls work of a Building/Grounds Lead I and subordinate staff on an ongoing basis; provides guidance and direction to subordinates performing semiskilled building or mechanical work and/or maintaining buildings or grounds in the completion of their duties; assures work completion.
2. As designated lead worker of a Building/Grounds Lead I and others engaged in receiving and shipping furniture and office equipment, and/or repairing such equipment; assigns and reviews work; provides input to the supervisor regarding subordinates' performance evaluations.
3. Unloads trucks; moves equipment and office furniture throughout the warehouse; repairs broken chairs and desks; aids in taking inventory.
4. Mows grass; prunes trees and shrubs; seeds lawns; applies herbicide on weeds; uses shovel and garden tractor to scrape ice and snow from driveways, walks and steps.
5. Assists tradesmen in performing minor carpentry and electrical repair work.
6. As a working supervisor, plans, assigns and reviews activities of subordinates performing nonskilled and/or semiskilled building/ grounds maintenance; prepares, conducts and signs performance evaluations of subordinate employees.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

BUILDING/GROUNDS LEAD II (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to completion of high school and two years maintenance related experience.

Knowledges, Skills and Abilities

Requires working knowledge of equipment used to repair buildings and/or maintain grounds.

Requires working knowledge of the use and care of cleaning equipment and supplies.

Requires ability to make minor repairs and adjustments to various grounds/building maintenance equipment.

Requires ability to perform semiskilled manual work and/or to operate heavy equipment.

Requires ability to understand and communicate in English, both orally and in writing.

Requires the ability to prepare simple records and reports.

Requires ability to follow oral and written instructions.

Requires ability to direct semiskilled, unskilled workers and subordinate lead workers to achieve efficient results.

May require possession of an appropriate valid driver's license.