

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BUILDING/GROUNDS SUPERVISOR

POSITION CODE: 05605
Effective: 6-16-88

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as direct line supervisor of subordinate employees engaged in nonskilled and/or semiskilled maintenance duties; performs maintenance related duties. Positions in this class are distinguished by line supervisory duties. Although positions included in this class may engage in unskilled and semiskilled duties characteristic of lower level classes, the principal work is substantially different from that of their subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as direct line supervisor to subordinates performing nonskilled and/or semiskilled building and grounds maintenance; prepares, conducts and signs performance evaluations of subordinates; assigns and reviews work; adjusts grievances; writes recommendations for suspensions; effectively recommends and imposes disciplinary action.
2. Supervises a crew composed of ten employees engaged in moving, storing and repairing furniture; assigns and schedules work activities; checks work to ascertain quality of work performed; prepares, conducts and signs performance evaluations.
3. Supervises a crew typically composed of three to ten workers performing grounds keeping duties (e.g., mowing, trimming and fertilizing lawns; trimming trees and shrubs; removing ice and snow from walkways and parking lots) and/or cleaning duties (e.g., mopping and buffing floors; washing mirrors and windows, cleaning restrooms); assigns and reviews work; recommends suspensions; recommends and imposes disciplinary action.
4. Supervises a crew of four to ten military grounds workers/military grounds leads performing grounds maintenance duties (e.g., mowing and fertilizing lawns; pruning shrubs and trees; removing ice and snow from sidewalks and roads), semiskilled work (e.g., patching and replacing drywall; installing new circuit breakers, reroofing buildings), operating heavy equipment (e.g., bulldozer, road grader, backhoe) and/or cleaning duties (e.g., sweeping and mopping floors; washing and disinfecting restrooms); approves time off including sick time and vacations; prepares, conducts and signs performance evaluations; assigns and reviews work; recommends and imposes disciplinary or other appropriate actions.

BUILDING/GROUNDS SUPERVISOR (Continued)

5. Mows and fertilizes lawn; trims bushes; plants trees and flowers; shovels snow from sidewalks and steps.
6. Cleans rooms and offices; mops and waxes floors; vacuums carpets; cleans restrooms.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to completion of high school and three years' related maintenance work experience.

Knowledges, Skills and Abilities

Requires working knowledge of the use, care and repair of equipment used to clean and repair buildings and maintain grounds.

Requires working knowledge of construction and maintenance materials.

Requires working knowledge of one or more mechanical and building trades.

Requires ability to use hand and power tools to perform semiskilled manual work in a safe manner.

Requires ability to follow oral and written instructions.

Requires ability to direct semiskilled and unskilled workers and lead workers in grounds or building maintenance to achieve efficient results.

Requires ability to prepare reports.

Requires ability to evaluate subordinates' performance and impose disciplinary or other appropriate action as necessary.

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