

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

BUILDING/GROUNDS MAINTENANCE WORKER

POSITION CODE: 05613
Effective: 7-16-90

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, assists skilled craftsmen, regularly performing a variety of semiskilled labor or building mechanical work below the journey level; or operates heavy equipment (e.g., bulldozer, road grader, backhoe, tree spade, or end loader) in the maintenance of military affairs buildings and grounds. Specifically excluded from this class are positions engaged in performing semiskilled work or operating equipment that are subject to conditions of employment other than those of RC-042-OCB.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Performs a variety of semiskilled tasks including carpentry, masonry, electrical, painting and plumbing work below the journey level.
2. Serves as an assistant to carpenters, masons, plumbers, and/or electricians in the performance of a variety of semiskilled work; repairs fences, doors, broken windows, beds, closets, and desks; constructs shelves and walls; partitions off existing offices and panels or paints offices; replaces old or lays new tile; patches and replaces dry wall and ceiling tile; mixes mortar; cuts concrete blocks and stone; operates jackhammer; assembles scaffolding and reroofs buildings; constructs forms for concrete and other construction projects' performs minor plumbing, air conditioning, and/or electrical repair; pulls electrical wire; installs conduit and electrical boxes; replaces switches and outlets; changes fuses; installs motors and belts; cleans convectors and filters; digs pipe trenches; helps install and remove pipe and fittings; replaces faulty parts in rest rooms including faucets, drainpipes of sinks, parts of toilets; performs semiskilled labor in the maintenance of boilers; repairs leaks in water and gas lines, removes old parts and installs new mechanical washer and gasket in boiler circulating pump; fits and seals valves, couplings and other fittings; carries and cuts lumber; digs trenches for sewer lines.
3. Operates such heavy equipment as bulldozers, end loaders, backhoes, tree spades and road graders to maintain military grounds, tank trails, ranges, roadways and aircraft runways.

BUILDING/GROUNDS MAINTENANCE WORKER (Continued)

4. Performs a variety of nonskilled building and grounds work; mows and fertilizes lawns; trims hedges; picks up litter and debris; hauls and dumps trash; sweeps and cleans sidewalks, parking lots and driveways; rakes leaves; removes snow from walks and parking lots; sweeps, mops, waxes and polishes floors; sweeps and vacuums carpets; cleans and disinfects restrooms; dusts and polishes furniture; washes windows and mirrors; empties wastebaskets; loads and unloads trucks; loads and unloads bricks, blocks, stone and bags of cement; moves furniture.
5. Makes rounds of building and/or grounds; checks for fire hazards, evidence of forcible entry or storm damage; ensures gates and buildings are properly secured; reports unauthorized personnel and break-ins to security and/or the local police.
6. May occasionally provide guidance and direction to new employees, student workers and/or seasonal employees.
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 knowledge, skill and mental development equivalent to completion of high school plus one year of maintenance work experience preferably associated with the building and mechanical trades and/or heavy equipment operation.

Knowledges, Skills and Abilities

Requires working knowledge of construction and maintenance tools, equipment and materials.

Requires elementary knowledge of one or more of the building and mechanical trades.

Requires ability to use hand and power tools, operate heavy equipment or perform semiskilled manual work in a safe manner.

Requires ability to follow oral and written instructions including blueprints and other diagrams.

May require possession of an appropriate valid driver's license pertaining to equipment operated.