

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

INSTITUTIONAL MAINTENANCE WORKER

POSITION CODE: 21465  
Effective: 6-16-88

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, regularly performs a variety of semiskilled building/mechanical work below the journey level; may directly assist skilled craftsmen. Specifically excluded from this class are positions performing semiskilled work subject to conditions of employment other than those of RC-09-OCB.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists carpenters, masons, plumbers, and electricians with construction, repair, and renovation projects at agency institutions; carries and cuts lumber; mixes mortar; digs trenches for sewer lines; installs electrical outlets.
2. Performs a variety of semiskilled work: repairs doors, beds, closets, and desks; constructs shelves and walls; partitions off existing offices and panels new offices; mixes mortar; loads/unloads trucks; loads and unloads bricks, blocks, stone and bags of cement; cuts concrete blocks and stone; operates jackhammer; assembles scaffolding; 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; removes old parts and installs new mechanical washer and gasket in boiler circulating pumps.
3. Performs a variety of nonskilled grounds and/or housekeeping tasks: sweeps, mops, waxes and polishes floors; sweeps and vacuums carpets; cleans and disinfects restrooms; shovels snow; dusts tables and bookcases; maintains grounds; mows lawns; trims hedges; picks up litter and debris; hauls and dumps trash; moves furniture.
4. May occasionally provide guidance, direction, or training to new employees, student workers, seasonal or other institutional staff.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## INSTITUTIONAL MAINTENANCE WORKER (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires education and experience equivalent to completion of high school and one year's related experience preferably associated with the building/mechanical trades.

#### Knowledges, Skills and Abilities

Requires working knowledge of construction and maintenance materials.

Requires elementary knowledge of one or more of the building and mechanical 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 including blueprints and other diagrams.

Requires ability to work under adverse environmental conditions.

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