

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LABOR MAINTENANCE LEAD WORKER

POSITION CODE: 22809
Effective: 9-16-74

DISTINGUISHING FEATURES OF WORK:

Under general supervision, supervises a group of laborers engaged in performing manual work, chiefly in connection with the maintenance and care of buildings, grounds, roads and attendant areas; lays out and directs the work of others; maintains equipment, functions as a lead worker.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises laborers and participates in repairing and maintaining bridges and roads.
2. Supervises and participates in performing minor repair work on buildings and to electrical, plumbing, heating and cooling systems of buildings.
3. Supervises and participates in the removal of snow from roads and the spreading of abrasives on icy pavements.
4. Supervises or performs maintenance and repair work on trucks, mowing equipment, tractors, snowplows and other maintenance equipment.
5. Supervises a group of workers performing labor tasks such as operating maintenance equipment, moving and hauling equipment, machinery, materials and supplies.
6. Prepares reports on material used, work accomplished and hours worked.
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 no formal education.

Requires one year experience performing manual labor in construction or maintenance work.

Knowledges, Skills and Abilities

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

Requires working knowledge of highway and building construction and maintenance materials.

Requires ability to supervise laborers and procure efficient results.

Requires ability to keep simple records and make reports.

Requires ability to understand and carry out oral or written assignments.