

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE LABORER

Class Code: K5350

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, performs a variety of routine, repetitive manual work, below the journeyman level, associated with construction, maintenance and the repair of buildings, equipment and grounds; works independently on assigned tasks that do not require a high degree of manipulative skill or previous experience; assists skilled trades in the performance of more complex functions.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assist trades in the construction, maintenance, and repair of buildings, grounds and equipment by hauling, carrying, holding and lifting materials and tools; moves heavy furniture and equipment; secures pictures and book shelves to walls; assembles furniture; makes rough or minor repairs to building fixtures, equipment, and furniture for relocation or remodeling; set-up scaffolding.
2. Operates a variety of hand and power tools such as saws, hammers, screw drivers, etc., and may operate power equipment as required; may drive trucks; makes minor adjustments, services, cleans and keeps equipment in good working condition; maintains tool crib.
3. Loads and unloads equipment, supplies, materials and tools from trucks; sets-up and disassembles furnishings for special events and workstations; sweeps, cleans, mops or polishes floors, windows and furnishings, and other maintenance tasks to clean up job site upon completion of project; complies with safe work procedures.
4. May provide guidance to seasonal laborers.
5. Performs other duties as required or assigned within the scope of the class.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school **and** one (1) year experience performing manual labor in a construction or maintenance work environment.

MAINTENANCE LABORER *(Continued)*

Knowledge, Skills and Abilities

Requires working knowledge of construction and maintenance materials.

Requires knowledge of standard hand and power tools used in maintenance and construction and safety procedures.

Requires the skill to use a variety of hand and power tools.

Requires the ability to follow oral and/or written instructions.

Requires the ability to visually inspect items for proper length, width and shape.

Requires the ability to make simple mathematical computations.

Requires the ability to perform physical functions and tasks associated with the trade.

Requires willingness to travel and possession of valid Illinois driver's license as required by individual positions within the class.

Established – October 16, 1977

Revised – July 16, 2014