

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

MAINTENANCE LABORER GENERAL FOREMAN

Position Code: K5358

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, oversees manual work, chiefly in connection with the maintenance and care of building and grounds; sets priorities, directs the foreman, and checks the work of the foreman and all of the laborers in all phases of the maintenance and care of buildings and grounds.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Sets priorities, directs the work of the foreman, laborers or helpers in a maintenance operation.
2. Assigns, supervises and participates in performing minor repair work on buildings and to electrical, plumbing, heating and cooling systems of buildings; assigns, supervises and participates in the maintenance and care of grounds; assigns supervises and participates in the removal of snow and the spreading of abrasives on icy pavements.
3. Assigns, supervises and participates in performing maintenance and repair on all types of maintenance equipment.
4. Makes estimates of materials and time needed for jobs.
5. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of high school **and** four (4) years experience performing manual labor in a construction or maintenance work environment.

Knowledge, Skills and Abilities

Requires working knowledge of one or more of the mechanical or building trades.
Requires working knowledge of building construction and maintenance materials.
Requires ability to supervise laborers and procure efficient results.
Requires the ability to keep simple records and make reports.
Requires a valid Illinois Drivers License.
Requires ability to understand and carry out oral or written assignments.

Established – April 19, 2006

Revised – July 16, 2014