

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

**MAINTENANCE LABORER FOREMAN**

**Position Code: K5359**

**DISTINGUISHING FEATURES OF THE CLASS**

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

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Supervises and participates in performing minor repair work on buildings and to electrical, plumbing, heating and cooling systems of buildings; supervises and participates in the maintenance and care of grounds.
2. Supervises and participates in the removal of snow and the spreading of abrasives on icy pavements.
3. Supervises or performs maintenance and repair on all types of maintenance equipment.
4. Supervises a group of workers performing labor tasks such as operating maintenance equipment, moving and hauling equipment, machinery, materials and supplies.
5. Prepares reports on materials used, work accomplished and hours worked.
6. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to the completion high school **and** two (2) 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 ability to understand and carry out oral or written assignments.  
Requires willingness to travel and possession of a valid Illinois driver's license.

**MAINTENANCE LABORER FOREMAN (Continued)**

Established – April 19, 2006

Revised – July 16, 2014