

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

**TILE, MARBLE AND TERRAZZO FINISHER**

**Position Code: K9140**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, performs skilled manual tasks in the repair, replacement and cleaning of tile, marble and terrazzo on the surfaces of state buildings under the maintenance jurisdiction of the Office of the Secretary of State.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Repairs and replaces tile, marble, and terrazzo on the surfaces of state buildings.
2. Cleans and polishes tile, marble and terrazzo using cleaners and chemical compounds.
3. Utilizes grouting, cement, molding plaster, sand cement, etc., in repair and replacement work.
4. Utilizes various tools of the trade such as finish trowels, pointing trowels, drills and saws.
5. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and experience necessary to perform skilled tile, marble and terrazzo finishing work.

**Knowledge, Skills and Abilities**

- Requires working knowledge of cleaners and chemicals used in the trade.
- Requires working knowledge of tools of the trade.
- Requires ability to follow written and oral instructions.
- Requires ability to use tools of the trade with skill.
- Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – October 11, 1983  
Effective – October 16, 1983

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Effective - July 19, 2006