

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

**YARD MAINTENANCE LEAD SUPERVISOR**

**Position Code: K9655**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direction, plans, supervises, coordinates and evaluates, through subordinate supervisors, the activities of several units of Yard Maintenance Workers engaged in a variety of yard maintenance tasks such as planting, caring for flowers, shrubs and trees, raking of leaves, tending lawns, removal of snow and ice from walkways, driveways and parking areas, etc.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Coordinates the distribution of yard and grounds maintenance tasks among the several units.
2. Preparation, coordination and execution of on-call or emergency operations
3. Establishes priorities of work and directs subordinate supervisors, accordingly.
4. Receives reports from supervisors on progress of yard and grounds projects; prepares reports for management as required.
5. Coordinates activity with outside contractors and obtains quotes as necessary
6. Approves requests for equipment purchase, repair and maintenance.
7. Inspects projects in progress or completed to assure clean and beautiful grounds and safety of walkways, driveways, etc.
8. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of high school and two years experience managing grounds and yard maintenance activities, certification as an ISA arborist and must possess a "Commercial Not-For-Hire Applicators License" related to the use of pesticides.

**Knowledge, Skills and Abilities**

Requires thorough knowledge of horticulture and its applications.

Requires the ability to plan, assign and supervise the work of yard and maintenance crews.

Requires the ability to establish and maintain good working relationships with employees, subordinate supervisors and other working contacts.

Requires ability to express ideas clearly both orally and in writing.

Requires willingness to travel and possession of a valid Illinois driver's license.  
Requires the ability to maintain a "Commercial Not-For-Hire Applicator License".

**YARD MAINTENANCE LEAD SUPERVISOR (Continued)**

**EXAMINATION INFORMATION**

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year

Effective – July 10, 1979

Revised – July 15, 2009