

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

YARD MAINTENANCE SUPERVISOR

Position Code: K9658

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, is required to plan, assign, and supervise the activities of a moderately sized yard maintenance staff engaged in performing a variety of yard maintenance tasks; responsible for completion of seasonal projects such as planting of flowers and trees, raking of leaves, tending gardens, snow and ice removal, etc.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Supervises the cutting of grass and trimming of leaves; assigns areas to be tended to and inspects for completion of the tasks.
2. Supervises the trimming and maintenance of evergreens and other plants and shrubbery on state grounds; replaces plant material when the need arises.
3. Supervises the planting and/or replacement of flowers and trees, and is responsible for maintaining these plants for their survival.
4. Plans and assigns work daily as needed in order to maintain clean and beautiful grounds.
5. Performs other duties as assigned or required.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school and two years experience in maintaining grounds and yards.

Knowledge, Skills and Abilities

Requires a working knowledge of horticulture and its applications.

Requires the ability to maintain adequate working relationships with employees.

Requires the ability to plan and assign work to subordinates.

Requires the ability to use ground maintenance tools and equipment and snow removal tools and equipment.

Requires willingness to travel and possession of a valid Illinois driver's license.

Requires the ability to achieve a "Commercial Not-For-Hire Applicators License" within twelve (12) months of hire and maintain said license.

YARD MAINTENANCE SUPERVISOR (Continued)

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year

Approved – October 11, 1977

Revised – July 15, 2009