

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

**YARD MAINTENANCE WORKER**

**Position Code: K9660**

**DISTINGUISHING FEATURES OF THE CLASS**

Under direct supervision, performs tasks involving the general beautification of grounds; cuts grass, trims evergreens, plants flowers, waters and tends to plants, removes weeds from garden areas or where necessary; rakes grounds free of leaves; removes snow and ice from porches, steps and walkways on the Capitol Complex.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Operates lawn equipment to cut grass and trim areas on the Capitol Complex as assigned by supervisor.
2. Trims and maintains shape of bushes, evergreens and shrubs
3. Installs/plants flowers and trees and fertilizes, weeds and waters flowers/trees.
4. Rakes grounds free of leaves, paper, and other material in order to maintain a clean and desirable appearance.
5. Removes snow and ice from porches, steps and walkways on the Capitol Complex.
6. Performs daily maintenance to outside walkways and verandas within the Capitol Complex.
7. May train new employees, student workers, etc.
8. Performs other duties as assigned or required.

**REQUIREMENTS:**

**Education and Experience**

Requires knowledge, skill and mental development equivalent to completion of eight years elementary school and one year experience in ground maintenance and landscaping fields.

**Knowledge, Skills and Abilities**

Requires working knowledge of ground maintenance and landscaping techniques.

Requires elementary knowledge of horticulture and its application.

Requires working knowledge and operation of lawn care equipment.

Requires ability to follow simple oral and written instructions.

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

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

Requires the ability to pass within 12 months upon employment a 100-question General Standards Exam in order to obtain a "Commercial Not-For-Hire Operator License".

Requires meeting physical examination and drug screening requirements.

Approved by the Secretary of State Merit Commission – March 9, 2005

Effective – March 16, 2005