

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

BUILDING SERVICES WORKER

POSITION CODE: 05616  
Effective: 10-1-99

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, performs nonskilled cleaning tasks and minor manual labor in either the State of Illinois Building or James R. Thompson Center, Chicago; sweeps, mops, waxes and polishes floors; washes windows; cleans rest room fixtures; vacuums carpets; helps unload trucks.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Sweeps, mops and polishes floors and woodwork, vacuums carpets inside state buildings; maintains all office, lobby, rest rooms, reception areas, recreational and surrounding grounds requiring janitorial care.
2. Washes windows, woodwork, toilets, washroom facilities and fixtures; sprays and fumigates as necessary; restocks rest rooms with hand towels, tissue and all necessary supplies from storage areas.
3. Makes minor repairs and performs minor manual labor when needed in the building, assists with set-up of conference rooms and auditorium by moving furniture, setting up televisions, VCR's, overhead projectors and plugging in microphones; assists engineers and trades staff with small tasks when necessary, occasionally sets up partitions for exhibits/special projects.
4. Vacuums carpets and curtains/blinds; removes trash from washroom facilities, office accommodations, lobby and corridor areas, generally assists in keeping the outside premises in an orderly condition.
5. May assist with manually unloading janitorial supplies from trucks.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

BUILDING SERVICES WORKER (continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of high school supplemented by six months of experience performing janitorial/maintenance work.

Knowledges, Skills and Abilities

Requires elementary knowledge of the materials, equipment and methods commonly employed in office cleaning operations.

Requires ability to use various cleaning equipment.

Requires ability to follow simple oral and written instructions.

Requires ability to perform minor manual labor including, but not limited to, minor lifting and preparation of displays, etc.