

****TO BE REMOVED BY AUTHORIZED PERSONNEL ONLY****

Announcement Number 12-021

DEPARTMENT OF MILITARY AFFAIRS
State of Illinois
Springfield, Illinois

CAREER OPPORTUNITY VACANCY FORM
An Equal Opportunity Employer

The Department of Military Affairs is inviting application for the following position:

POSITION TITLE: Building/Grounds Laborer

SALARY RANGE: \$3,422.00 - \$4,414.00/Monthly

POSITION LOCATION: N. Riverside ILARNG Reserve Center & Maintenance Facility
8660 W. Cermak Road, N. Riverside, Illinois 60546

WORK SHIFT: Monday – Friday
8:00AM – 4:30PM

BARGAINING UNIT: RC-042

EXAMPLE OF WORK: Under immediate supervision, performs non-skilled cleaning tasks and manual grounds and building labor; strips, scrubs, waxes, and polishes floors; washes windows, cleans restrooms; maintains lawns and landscaping; shovels snow, empties trash; maintains interior and exterior cleanliness.

REQUIREMENTS: Requires knowledge, skill and mental development equivalent to the completion of high school; elementary knowledge of the use and care of janitorial cleaning equipment (e.g., buffing machine, mop, broom); elementary knowledge of grounds maintenance equipment (e.g., tractor lawn mower, string trimmer, shovel) use and maintenance; elementary knowledge of grounds/building maintenance and building cleaning methods. ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc.; ability to move heavy furniture and equipment; requires being on feet for long periods of time; ability to climb stairs and climb ladders to change light bulbs, paint, etc.; requires being on hands and knees for extended periods of time to scrub floors and perform landscaping duties; ability to withstand extreme temperature changes to shovel and/or plow snow, mow lawns and perform external maintenance; requires exposure to a variety of chemical cleaning agents. Requires ability to understand and communicate in English and ability to follow simple oral or written instructions. May require possession of an appropriate valid driver's license.

HOW TO APPLY:

CURRENT STATE EMPLOYEES: Submit a Notice of Interest in Vacancy/Bid Form and CMS 100 or CMS 100B to Ruth Moenck, Dept. of Military Affairs, 1301 N. MacArthur Blvd., Spfld., IL 62702 or by faxing to (217) 761-3418. Current state employees seeking a promotion should also submit a CMS 100B to CMS (address found in upper left hand corner of CMS 100B) to receive a promotional grade. Candidates must **also** submit an application to CMS to receive a qualifying grade prior to the close of the posting period. The Vacancy/Bid Form, CMS 100 Application and CMS 100B Application can be obtained by visiting the CMS website at www.work.illinois.gov and selecting "Forms".

NON-STATE EMPLOYEES: This position requires a current grade from Central Management Services (CMS), Division of Examining and Counseling, to be deemed qualified and available for employment consideration. For more information, please refer to CMS, Division of Examining and Counseling at (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 or the www.work.illinois.gov website for State of Illinois Employment Procedures.

FOR ADDITIONAL INFORMATION: Contact Ruth Moenck at (217) 761-3633.

DATE POSTED: 18 April 2012

BIDDING CLOSES: 01 May 2012