

DEPARTMENT OF MILITARY AFFAIRS  
**Lincoln's ChalleNGe Academy**

**CAREER OPPORTUNITY ANNOUNCEMENT**  
**Personal Services Contract**

**POSITION TITLE:** CUSTODIAN / MAINTENANCE TECH ASSISTANT - JANITOR

**SALARY:** \$3,009.00/MONTH

**WORKSHIFT:** Determined by the Maintenance Supervisor

**LOCATION:** Rantoul, IL

**LCA # 21-015**

**AREA OF CONSIDERATION:** N/A

**EXAMPLE OF WORK:** Under the immediate supervision of the Maintenance Supervisor, performs janitorial and maintenance functions on state and federal property assigned to the Lincoln's Challenge Academy. Assist the Maintenance Supervisor on difficult building maintenance project, repairs, and modifications. Responsible for routine maintenance and minor repairs of LCA facilities, grounds, machinery and equipment.

1. General cleaning of the campus buildings and keeping them maintained and in good condition. Vacuum, sweep, and mop floors. Cleaning and stock restrooms. Ensure doors are locked after hours. Clean up spills with appropriate equipment. Perform minor repairs. Notify supervisors or managers of major repairs. Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Clean and supply restrooms. Remove waste and empty trash. Maintain cleaning chart indicating areas that were cleaned and inspected. Replenish cleaning and maintenance supplies.
2. Check Fire Extinguishers (rotate checking) (sign in chart), Clean Stairways, Clean and empty trash in common areas to include conference rooms in latrines in Administrative, Instructor and Logistics/Maintenance buildings. Clean Gymnasium, water coolers, all glass windows and doors, sweep and mop stair wells, Clean and empty trash around all entrances in Administrative, Instructor and Logistics/Maintenance buildings.
3. Assist in adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems when instructed. Mix water and detergents in containers to prepare cleaning solutions, according to specifications. Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures. Monitor building security and safety by performing such tasks as ensuring all doors are securing after operating hours and checking electrical appliance use to ensure that hazards are not created. Move heavy furniture, equipment, and supplies, either manually or by using hand trucks. Mow and trim lawns and shrubbery, using mowers and hand and power trimmers, and clear debris from grounds. operating systems. Requisition supplies and equipment needed for cleaning and maintenance duties. Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as training, career fairs, guest speakers and meetings. Periodic deep cleaning/waxing/buffing/ stripping of floors as assigned by supervisor. Maintain all tools, equipment and storage of supplies in a neat and orderly manner.
4. Performs other duties as required or assigned which are reasonably within the scope of duties enumerated above

## **LCA # 21-015 (continued)**

**REQUIREMENTS:** Requires the knowledge, skill, and mental development equivalent to the completion of high school. Requires 1-year experience in performing a variety of semi-skilled manual tasks in the maintenance of vehicles, buildings, and grounds.

**KSA's:** Requires ability to follow written and oral instructions in a timely manner. Requires ability to work independently with minimum supervision. Requires general knowledge of hand and power tool equipment and their operation. Requires general knowledge of military protocol for vehicle preventive maintenance checks. Requires ability to interpret vehicle and equipment service manuals. Requires general knowledge and ability to perform building maintenance, heating and ventilation/air-conditioning system maintenance, and minor electrical/plumbing repairs. Requires ability to lift and carry 80 pounds, i.e., heavy boxes, supplies, etc., ability to move heavy furniture and equipment; tolerate heights and machinery noise, and exposure to a variety of fumes and chemical agents. Requires being on feet for long periods of time. Requires ability to climb stairs and ladders to change light bulbs, paint, etc; requires being on hands and knees for extended periods of time to perform landscaping duties, withstand extreme temperature changes to shovel and/or plow snow, mow lawns, and perform external maintenance. Requires a valid Illinois driver's license.

**ALL APPLICATIONS MUST BE COMPLETE:** Those applications that are received missing any required information or documents will **NOT** be considered. Prior military personnel must attach a copy of their DD Form 214 to their application.

**DOCUMENTS THAT CANNOT BE ACCEPTED:** Photographs, copies of position descriptions, performance ratings, awards, and letters of appreciation.

### **EMPLOYMENT STIPULATIONS:**

- This is an announcement for a Personal Services Contract for the Lincoln's Challenge Academy and the State of Illinois. At this time, this contract does not provide for medical, dental or life insurance and state retirement plans are not available. Specific questions regarding benefits should be directed to the point of contact on this announcement.
- Prior to hiring, a federal background check for computer access is required.

**EQUAL OPPORTUNITY:** The Lincoln's Challenge Academy is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, member or non-membership in an employee organization or any other non-merit factor.

**WHERE TO SUBMIT:** Applications must arrive no later than the closing date specified on this announcement. Call or e-mail and receive a DMAIL-LCA Form 210 (Employment Application) and a Release of Information Form, or obtain documents at our website: [www.lincolnschallenge.org](http://www.lincolnschallenge.org)  
Mail, email or fax documents to:

**Lincoln's Challenge Academy**  
**ATTN: Sherri White-Taylor, Human Resource Manager**  
**212 W. Borman Avenue**  
**Rantoul, IL 61866**  
**(217) 892-1302**  
**FAX: (217) 892-1385**  
[sherri.white-taylor.ctr@mail.mil](mailto:sherri.white-taylor.ctr@mail.mil)

**Date Posted: April 8, 2021**

**Closing Date: May 7, 2021**