



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



FLOORING REPAIR WORKER

JOB SUMMARY:

Under general supervision of the Maintenance and Operations Manager, performs highly skilled journey man work in the installation and repair of carpeting and other floor coverings; inspects damaged floor coverings to assign replacement/repair priority based upon established criteria; performs and/or assists other skilled and semi-skilled crafts and trades employees in a variety of construction, maintenance or mechanical tasks and assist other journey level trades staff as required.

CLASS CHARACTERISTICS:

This is a highly skilled flooring repair class, having strong skills in repair and replacement of a variety of floor coverings. The incumbent is expected to work independently in laying-out and replacing or repairing existing floor coverings (carpeting and vinyl composition floor tile). Incumbents may also be assigned to perform a wide range of maintenance work at an unskilled, semi-skilled or skilled level in other trades as needs arise.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job.*):

Following floor dimensions or diagrams, estimate and recommend types of carpeting and padding, depending upon location and anticipated use; *E*

Prepare floor for installation or replacement of floor coverings by cleaning, sanding, and filling; *E*

Measure, cut and install, repair and/or maintain exterior and interior padding, and carpeting; *E*

Evaluate used or damaged carpeting and determines suitability for continued or alternate use; *E*

Install, repair and/or maintains vinyl, asphalt and other types of floor coverings; *E*

Use a variety of tools and adhesives related to the laying, repairing of carpet and other floor covering materials; *E*

Install and repair other materials related to floor coverings; *E*

Coordinate work schedule with site administrators;

May be assigned to perform other building maintenance trades functions by performing skilled and semi-skilled duties; assisting with work order load; *E*
Prepare and maintain required records;

May work with contractors and assist in job walks;

May lead the work of others maintenance helpers;

May perform heavy manual labor;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

General supervision is received from the Maintenance and Operations Manager.

Leadership and direction is provided to assigned helpers. Supervision is not exercised over other employees

MINIMUM QUALIFICATIONS:

Knowledge of:

- Characteristics of materials used in installing and repairing a variety of floor materials.
- Proper methods, materials, tools and equipment used in floor covering work;
- Proper methods of cleaning and maintaining floor coverings;
- Shop math applicable to the flooring trade;
- Safety practices and regulations pertaining to the floor covering trade and asbestos.
- Basic record keeping systems.

Ability to:

- Perform a variety of journey man highly skilled work in the installation, repair, maintenance and upkeep of flooring surfaces and materials used in school districts;
- Utilize required tools, equipment skillfully and safely;
- Follow sketches, diagrams, blueprints;
- Evaluate condition of worn, damaged carpeting and other flooring materials used in school districts;
- Estimate materials and cost needed to complete assigned tasks;
- Learn building codes, laws and standard practices used in repair and maintenance of school buildings;

- Be cognizant of and apply new methods and equipment in the trade;
- Plan and organize work. Work independently with little direction;
- Understand and carry out oral and written instructions;
- Keep accurate records;
- Observe and comply with electrical and building codes and fire regulations;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent
- Completion of training or formal apprenticeship in floor covering trade is desirable.

Experience:

- Three (3) years of prior successful work experience performing highly skilled flooring repair tasks.

Or

- Two (2) years of successful work experience as a Skilled Maintenance Worker performing flooring repair for the Ocean View School District.

LICENSE REQUIRED:

Possession of a valid and appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Stands, walks, climbs stairs and ladders, maintains balance, frequently stoops and bends, repeatedly kneels, and crawls, frequently reaches over head to obtain materials; frequently lifts, pushes, pulls, and carries over 100 pounds; repetitively uses fingers on both hands, twists and exerts pressure with wrists and hands; uses both hands/legs simultaneously; requires rapid mental/muscular coordination; communicates clearly and is able to understand normal voice conversation; has good depth perception and normal color vision; visual acuity sufficient to see small details and safely operate a District vehicle; works in various lighting conditions; works with a variety of powered equipment and sharp tools; uses a telephone; works inside and outside with frequent temperature changes; occasionally exposed to odors, fumes, dust, and toxic materials; has direct contact with District staff and vendors; works without direct guidance from supervisor; wears safety equipment appropriate to the job. Employment is contingent upon passing a physical examination and back evaluation test.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Last revised 11/14/02

Reviewed with no revisions 12/8/05

Job Description Review and Revisions Effective 5/15/14

Highly skilled is defined as: Work which involves demonstrated skill and competence in the area, working efficiently leading the work of unskilled, semi-skilled, and skilled employees.