

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Floor Covering Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Facilities Management	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	042 OSS
REVISED:	March 29, 2011		

BASIC FUNCTION:

Perform skilled floor covering work in the construction, maintenance, and repair of school buildings throughout the district.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Inspect condition of floor areas and determine work to be performed. **E**

Remove worn floor coverings. **E**

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

Prepare, measure, trim, glue, and install floor coverings. **E**

Arrange for required disconnections and removal of heavy items. **E**

Load, unload, and carry floor covering materials and equipment. **E**

Create patterns as necessary or match existing patterns and colors, maintaining matching lines. **E**

Coordinate work schedules with site administrators. **E**

Order all flooring materials, carpet remnants, tools, nail strips, and glue. **E**

Maintain inventory of flooring materials. **E**

Use power and hand tools appropriate to the trade. **E**

Drive a pickup truck. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to four years of full-time, paid specialized floor covering experience involving all common types of floors and floor repairing, including subsurface analysis and preparation; a journey-level floor covering technician with one year of diversified floor covering experience may be considered.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license.
Possession of hand tools common to the trade.
Personality and character suitable for working in schools.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Various types of carpets, linoleum, tiles, and their uses.
Practical mathematics.
Reading and writing English communication skills.

ABILITY TO:

Read and interpret blueprints, sketches, and specifications, and to layout carpets.
Perform mathematical computations to determine dimensions and quantities.
Use hand tools common to the trade such as various trowels, knives, heat-welding kit, hammers, drills, and special tools for carpet installation.
Communicate effectively and maintain cooperative relationships.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Direct the work of assigned helpers.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environments in offices and schools.

PHYSICAL REQUIREMENTS:

Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; normal color vision; standing, bending at the waist, and kneeling for extended periods of time; dexterity of hands and fingers to operate tools and equipment; reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.

Issued 5/95
Revised 01/03
Job Code 8130
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