

Carpeting and Flooring Specialist

Purpose Statement

The job of Carpeting and Flooring Specialist is done for the purpose/s of maintaining an attractive, sanitary and safe facilities for students, staff and public by cleaning, repairing, installing , and maintaining carpet, tile and other flooring materials located in the district buildings; supervising flooring crews; ensuring adequate materials are available; and assisting other skilled trades.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Maintenance Foreman Painting, Flooring and Cabinet

Essential Functions

- Assists in development of bid specifications for the purpose of determining what type of materials are required for a project and the cost associated.
- Coordinates with site administration, head custodian and other trades for the purpose of completing projects/work orders efficiently.
- Inspects school facilities (e.g. test floors, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Inspects floors and carpeted walls for the purpose of ensuring safety, identifying necessary repairs, and providing an ongoing program of preventative maintenance.
- Installs carpet, vinyl and tile floors along with bulletin boards for the purpose of keeping school district building floors attractive and safe.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in service training (e.g. blood borne pathogens, cleaning solvents, floor care, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Prepares bids for carpet and flooring for the purpose of ensuring the district receives quality flooring at the best price available.
- Prepares reports (e.g. invoices, bills, bids, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Removes old carpet, carpet glue, vinyl and tile for the purpose of getting the floors ready for new coverings.
- Repairs floors and flooring materials (e.g. cement floors, tile, vinyl, carpet, walls, etc.) for the purpose of ensuring district buildings have safe and attractive flooring.
- Responds to emergency situations during and after standard work hours for the purpose of resolving immediate safety concerns.
- Schedules district rooms for floor repair for the purpose of ensuring the floors in district buildings are maintained in a safe and attractive condition.

- Supervises personnel as assigned for the purpose of managing the efficiency of the work force and evaluating their performance.
- Trains assigned employees for the purpose of providing guidance and direction in the completion of job functions.
- Transports various items for the purpose of ensuring the availability of equipment and materials at the job site.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment used in carpet care.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a wide variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; and setting priorities; displaying mechanical aptitude; communicating with diverse groups; meeting deadlines and schedules; and working as part of a team. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency .

Required Testing

Certificates

Valid Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt

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