

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Floor and Tile Repair	CLASSIFICATION:	Classified Non-Management (SEIU/Operations Support)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	0625	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Flat Rate Salary Schedule C1
REPORTS TO:	Assigned Supervisor	BOARD APPROVAL:	01-01-65
		BOARD REVISION:	03-02-77
		HR REVISION:	04-26-12 06-26-12

BASIC FUNCTION:

Perform journey-level skilled work in the installation, replacement, and repair of floor (tile, linoleum, carpets).

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Conduct modernization inspections; determine maintenance and repair needs; estimate and order materials. **E**

Measure floor area to be covered; cut out and remove damaged sections of carpeting or tile according to asbestos abatement removal procedures; measure, cut, trim, and fit flooring to wall edges, bases, and stairways; secure floor materials utilizing adhesives. **E**

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

Use, identify, maintain, remove, and dispose of hazardous materials; remove asbestos tiles according to current law and regulations; perform duties wearing an approved respirator when necessary. **E**

Work from plans, sketches, or oral instructions; repair and lay linoleum, conventional and glue down carpet, and non-skid surfaces on stairs, in kitchens, or in all-wet areas. **E**

Obtain bids for contract floor covering work; submit to appropriate personnel for approval according to established procedures; inspect related work for accuracy and completeness. **E**

Operate and maintain a variety of specialized tools and equipment; remain current and knowledgeable of new methods and advances in the field; drive a vehicle to conduct work; lift and carry heavy objects. **E**

Maintain floor covering warehouse stock; conduct periodic inventory utilizing a computer and related software. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Graduation from high school, and four-year floor covering trade apprenticeship program or training in a diverse professional environment. Five years of experience in repair and installation of floor covering preferred.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California Class C driver's license, and provide proof of insurance; employee entrance evaluation (lifting test); physical exam for wearing a respirator; forklift certification within six months of employment. Certification by the State of California for Asbestos Abatement within six months of employment.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Methods, tools, materials, and standard practices of the floor trade.
Proper applications and uses of a variety of floor coverings and adhesives.
Various types of carpets, cushions, linoleum, tiles, and their uses.
Practical mathematics.
Asbestos abatement handling and removal procedures.
Proper operation and maintenance of tools and equipment.
Flooring structures such as cement and wood.
Computer and related software.
Record-keeping techniques.
Technical aspects of field of specialty.
Health and safety regulations.

ABILITY TO:

Perform journey-level skilled work.
Repair and lay floor covering.
Read and understand plans and drawings.
Operate a vehicle, observing legal and defensive driving practices.
Lift and carry heavy objects according to safety regulations.
Learn other trade skills as necessary.
Operate a computer and related software.
Follow written and oral instructions.
Prepare material, time and cost estimates.
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:**SAMPLE ENVIRONMENT:**

Indoor work environment; regular exposure to adhesives; work in confined spaces; work with and around students, staff, parents, and community groups at all facilities; work from ladders, scaffolding, and lifts; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

See for good hand-eye coordination; ascend and descend lifts; lift and carry heavy objects; carry, push, or pull carpet and linoleum; stand, stoop, or crouch for extended periods of time; bend at the waist; reach overhead and above the shoulders; dexterity of hands and fingers to operate specialized tools and equipment.

SAMPLE HAZARDS:

Work at heights to perform work from lifts; work in confined spaces; repetitive hand motion; regular exposure to fumes from floor covering and adhesives; cuts from tools or materials; exposure to asbestos.

(Former Title: Floor, Tile, and Shade Repairperson)

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date