



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

FLOOR COVERING MECHANIC

DEFINITION:

Under direction of the Maintenance Supervisor, performs floor covering work and the construction, maintenance, and repair of school buildings throughout the district, assists other maintenance personnel. Also performs semi-skilled or skilled duties in other maintenance areas and performs other related work as assigned and/or required.

ESSENTIAL DUTIES:

- Inspect condition of floor areas and determine work to be performed.
- Remove, repair/replace worn floor coverings and subfloor.
- Prepare floors for installation or replacement of floor coverings by cleaning, sanding, and filling.
- Prepare, measure, trim, glue, and install floor coverings, baseboards and associated accessories.
- May install nonslip or other appropriate materials on ramps and decking.
- Arrange for required disconnections and removal of heavy items.
- Load, unload, and carry floor covering materials and equipment.
- Create patterns as necessary or match existing patterns and colors, maintaining matching lines.
- Coordinate work schedules with site administrators, maintenance personnel, district personnel, vendors and/or contractors.
- Order all flooring materials, carpet remnants, tools, nail strips, and glue.
- Maintain inventory of flooring materials.
- Use power and hand tools appropriate to the trade.
- Coordinates and directs the work of other maintenance personnel.
- Drives a service vehicle to and from work sites.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Materials, equipment, procedures, and tools used in performing skilled journeymen level, and semi-skilled construction, maintenance, and repair tasks.
- Various types flooring materials such as broadloom carpet, carpet tiles, VCT, LVT, sheet vinyl, ceramic tile and various enhanced resilient tile and their uses.
- Practical mathematics, reading, writing English, communication skills, building code requirement, policies, regulations, and guidelines pertaining to school district facility and equipment.
- Construction, maintenance, and repair.
- Safe working methods and procedures.

ABILITY TO:

- Skillfully perform flooring and general maintenance, and repair tasks at the skilled journeyman level in maintenance areas.
- Plan, organize, and lay out construction, maintenance and repair functions.
- Accurately use hand tools common to the trade such as various trowels, knives, heat-welding kit, hammers, drills, sanders and special tools for carpet installation.
- Prepare floors for a variety of underlayment materials.
- Perform mathematical computations to determine dimensions and quantities estimate labor and material costs.
- As well as read and interpret work from diagrams, blueprints, shop drawing sketches and schematics.
- Maintain records or reports and prepare complete and concise reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships, meet schedules and time lines and direct the work of assigned helpers.
- Analyze situations accurately and adopt an effective course of action.
- Read, apply, and explain rules, regulations, policies, and procedures.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree; supplemental course work or training in one or more of the maintenance craft areas is desirable.

EXPERIENCE:

Four (4) years of paid journey level floor covering experience within the last ten year involving all common types of floors and floor repair, including subsurface analysis and preparation.

LICENSES, CERTIFICATION AND OTHER REQUIREMENTS:

- Verification of the possession of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

N/A

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment. Regular exposure to fumes, dust, dirt, oil/grease. Driving a vehicle to conduct work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous heavy physical exertion.
- Will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects.
- Reaching overhead, above the shoulders and horizontally as needed; lifting heavy objects.
- Will involve walking or standing, kneeling, stooping and bending at the waist for extended periods of time, will occasionally involve ascending and descending ladders, stairs, scaffolding and ramps.
- Must possess the ability to hear and perceive the nature of sound.
- Must possess visual acuity and depth perception.
- Must be able to provide oral information, both in person and over the telephone and other electronic communication devices.
- Must possess the manual dexterity to operate hand tools and related equipment and to handle and work with various materials and objects.
- May be occasionally exposed to hot, cold, wet, humid, or windy conditions, caused by weather.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the position.

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