

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6243
Pay Grade: D10

FLSA: Non-Exempt

CARPET INSTALLATION TECHNICIAN

MAJOR FUNCTION:

Performs skilled work in the installation, replacement and repair of school system carpeting. Trains carpet and equipment maintenance personnel to assist in repair and installation of carpet floor covering districtwide and assumes responsibility for job completion. Exercises independent judgment and makes decisions within the scope of specific assignments. Work is performed under general direction and is reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Leads and trains carpet and equipment maintenance technicians in all aspects of carpet installation and repair; develops policy and procedures pertaining to same.
- Installs new carpet and replaces or repairs existing carpet in schools, school system centers, and administrative facilities.
- Evaluates carpet and determines status of reparability or replacement; writes reports through supervisor recommending replacement to Area Maintenance Supervisors.
- Applies knowledge of vinyl, jute, polyurethane, latex, and a variety of soft cushion-backed commercial carpets while following standard methods, practices, procedures, tools, and materials of the carpet industry.
- Estimates time, cost, labor, and materials required to complete assignments and makes adjustments to work orders as required.
- Performs duties pertaining to receiving, inventory, storage, and redistribution of all surplus and excess carpet received from contract installations.
- Performs contracted carpet installation/warranty inspections for the Facilities Planning and Construction Departments on new facilities.
- Expedites completion of work orders through the maintenance department.
- Maintains records manually and through the use of a personal computer for accounting and analytical purposes.
- Assists in repair of floor care equipment and carpet cleaning operations, applying knowledge of methods, materials, equipment and procedures.
- Acts as a crew leader when necessary and makes decisions as to what methods and procedures will be used to accomplish assigned tasks.
- Maintains inventory of tools and accessories needed for repair, replacement and installation of carpet; requisitions materials and supplies needed to accomplish assigned tasks.
- Conducts tests and evaluations on new types of carpet, adhesives and methods of carpet installation, and reports on results obtained.
- Assumes duties of the Carpet & Equipment Maintenance Foreman-Nights in incumbent's absence.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school, vocational school, or possession of a GED plus two (2) years progressively responsible experience in the installation and repair of commercial carpet. Must possess a valid State of Florida Class E noncommercial driver's license. Must obtain a power-actuated drive gun license within 60 days of appointment to the position.

ISSUED: 7/88 PBL; BOARD APPROVED: 8/10/88; MQ's REVISED: 11/91 PBL; BOARD APPROVED: 3/25/92; REVISED: 11/93; BOARD APPROVED: 12/8/93; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CARPET INSTALLATION TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds					X
2. Lift objects weighing 21 to 50 pounds					X
3. Lift objects weighing 51 to 100 pounds					X
4. Lift objects weighing more than 100 pounds				X	
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds					X
7. Carry objects weighing 51 to 100 pounds					X
8. Carry objects weighing 100 pounds or more				X	
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects					X
19. Proofreading and checking documents for accuracy		X			
20. Using a keyboard to enter and transform words or data		X			
21. Using a video display terminal		X			
22. Working in a normal office environment with few physical discomforts		X			
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions			X		
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				