

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7432
Pay Grade: D11

FLSA: Non-Exempt

UPHOLSTERER/GLAZIER-JOURNEYMAN

MAJOR FUNCTION:

Performs skilled manual work at a journeyman level in repairing and replacing upholstery and glass in School Board vehicles. Work is performed independently under general direction and reviewed through results obtained.

DUTIES AND RESPONSIBILITIES:

- Repairs and replaces vehicle upholstery; removes old upholstery; measures and cuts new padding and covering materials; hand sews patches over small holes in upholstery as needed; makes patterns and sews covering material together on sewing machine
- Replaces cushions, crash pads, back covers, and back boards using staple guns and power tools such as electric drills and pneumatic implements
- Rebuilds springs and padding by resetting and retying springs and rearranging padding
- Removes writing and chewing gum from seats through the use of solvents such as mineral spirits and alcohol
- Replaces cracked or broken windows and mirrors on school buses and other vehicles; removes broken glass, measures, may cut and grind glass, and installs replacements
- May be required to use spray paint in performance of job duties
- May be required to use gas and/or arc welding equipment in performance of job duties
- Creates work orders, schedules work, keeps daily logs of work performed; properly cares for tools and materials used; observes work-related safety precautions
- May lead, train, and assign work to helpers
- Performs other related duties as assigned

MINIMUM QUALIFICATIONS:

Graduation from high school, or possession of a GED, plus four (4) years verifiable related experience performing most of the duties and responsibilities indicated above. The successful completion of up to two (2) years of verifiable formal training in the trade (vocational, military, or indentured apprentice school) may be substituted for a like amount of the experience requirement. Must possess and maintain a valid State of Florida class "B" commercial driver's license (CDL) to include "air brake" and "passenger" qualifications.

ISSUED: 11/79 SSN; FORMAT REVISED: 3/88; REVISED: 2/91 PBL; BOARD APPROVED: 8/14/91;
REVISED: 2/97 PBL; BOARD APPROVED: 8/26/97; REVISED WC: 6/04 LM; REVISED: MQ'S 11/10
RAS; BOARD APPROVED: 1/11/11

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.

UPHOLSTERER/GLAZIER-JOURNEYMAN

<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				