



Job Title: Upholsterer and Glazier

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 15

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of the position is to perform a wide variety of skilled work in the installation, repair, removal, and replacement of glass, mirrors, plastics, and seat upholstery in school District vehicles. Performs all work according to established safety standards, and regulations applicable to the work. Employee functions at journeyman level and is responsible for promoting the security, safety, and aesthetics of school District vehicles and equipment. Performs other related work as directed.

ESSENTIAL JOB FUNCTIONS

- Performs routine maintenance and repairs on interior and exterior windows, mirrors, and glass, including but not limited to removal and installation of old glass and broken windows, seals, molding, and other materials as required.
- Installs materials using screws, brackets, putty, mastic, and other adhesives into various moldings and framing.
- Performs various skilled and semiskilled upholstery tasks, e.g., fabricates new seat bases for bus seats; Reupholsters soiled or worn seat covers on vehicles and furniture; Removes and replaces foam inserts.
- Installs, fabricates, and performs general carpentry modifications and repairs of school vehicle upholstery and seating.
- Installs and replaces security cameras and video recording devices.
- Repairs and replaces emergency escape hatches as necessary.
- Replaces safety restraint devices in vehicles.
- Assists skilled trades workers in various projects as needed.
- Disposes of waste and hazardous materials in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of school facilities and equipment; Performs all work in compliance with all applicable codes, standards, and regulatory requirements.

- Operates various automobiles and transport vehicles, e.g., car, school busses, utility truck, utility van.
- Maintains various records and reports, e.g., completes necessary paperwork and reports as it relates to work projects; Maintains inventory of materials; Initiates work orders and requests for equipment and shop supplies.
- Conforms to all safety procedures.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent; Supplemented by one (1) year commercial experience in skilled glazing and one (1) year commercial experience in upholstery work; Or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Class "B" Commercial Driver License

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools and equipment and machinery of the specialty area.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to display knowledge of basic mathematics.
- Requires the ability to display basic computer literacy.
- Requires the ability to plan and accomplish assigned jobs.
- Requires the ability to understand and follow written and verbal instructions.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds. The work also requires the following physical abilities in order to perform the essential job functions: balancing, crawling, grasping, hearing, mental acuity, pulling, pushing, repetitive motion, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in an environment with heavy equipment and machinery that could result in bodily harm to co-workers or others.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: