

FLOOR COVERING TECHNICAL SUPERVISOR

DEFINITION

Provides technical direction over floor covering operations of the District, including control of specifications, procedures, scheduling, and new products and equipment evaluations.

TYPICAL DUTIES

Provides technical advice to District designers, craft supervisors, inspectors, and contracting architects and engineers regarding installation and maintenance of floor covering systems. Establishes, directs, and participates in the development and maintenance of quality standards for procedures, tools, materials, and equipment used in floor covering installations. Supervises and participates in the development of task standards, job specifications, working drawings, and guides for work methods and procedures. Ensures adherence to established standards by conducting inspections and meeting with craft seniors to inform them of deviations from standards and required corrective action. Monitors deferred-maintenance projects by establishing long-range priorities and adjusting schedules as required, determining the unit to prepare designs, maintaining status records, coordinating projects with construction units, and maintaining expenditure records. Devises and conducts tests of material, tools, and equipment to measure durability and assure conformance with building codes, fire regulations, industry standards, and District specifications. Confers with governmental and District personnel regarding fire safety, environmental, and other design and construction requirements. Coordinates and assists in planning, scheduling, and equipment selection for installation or renovation projects with school personnel, sales representatives, and government officials. Reviews contracts and designs for floor covering systems for conformance with approved standards and specifications. Prepares cost estimates for work projects. Assists in the preparation of the annual maintenance budget for regular and deferred maintenance projects. Approves requisitions for stock and nonstock materials and reviews low-value purchase orders for compliance with established standards. Coordinates installation and changes in floor covering services with other school departments, contractors, engineers, architects, and utility companies. Arranges and conducts in-service training programs relating to floor covering systems for District employees, including craftsmen and inspectors. Provides information to current and potential contractors, community representatives, vendors, and the public concerning District standards and specifications for floor covering materials and installation. Analyzes problem situations and develops solutions by adapting techniques and materials. Reviews periodicals for information on new products and methods and evaluates new products for efficiency and practicality. Assesses and makes recommendations for craft-related Facility component life cycle replacements. Develops craft-related preventative maintenance programs for Facility components. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Floor Covering Technical Supervisor is responsible for the technical direction of floor covering personnel and determines and controls standards and specifications for equipment, materials, and workmanship for work performed by contractors and District personnel.

An Area Facilities Services Director is the administrative head of personnel assigned to perform routine and preventive maintenance, smaller construction projects, and custodial operations for a Maintenance and Operations area.

An Area Craft Supervisor oversees the overall craft operations in a designated Maintenance and Operations area by supervising, assigning, inspecting, and evaluating the work of assigned staff; providing technical work direction to site-based staff; and monitoring, inspecting, and reviewing work performed by contractors.

SUPERVISION

General direction is received from an Area Facilities Services Director or a higher-level supervisor or manager. General supervision is exercised over Senior Floor Covering Installers. Technical supervision is exercised over District procedures, methods, and materials related to floor covering systems.

CLASS QUALIFICATIONS

Knowledge of:

- Characteristics of materials used in installing and repairing a variety of resilient, soft, hardwood, and all types of tile floor coverings
- Current practices, materials, tools, and equipment used in floor covering, including design, construction, and maintenance of floor covering systems
- Testing and inspection methods for floor covering systems and finishes
- Vendors, materials, and services provided in the floor covering field
- Terminology, phrases, and conditions used in contracts and specifications
- Methods and procedures used in planning and estimating job projects
- State and local building codes, ordinances, and health and safety regulations as they relate to floor covering maintenance and operations
- Pertinent provisions of labor contracts
- Principles of supervision
- Principles of organization and personnel management
- Microsoft Word, Excel, Outlook, and PowerPoint

Ability to:

- Plan and organize floor covering installation and maintenance
- Develop techniques for defining job and project costs
- Estimate cost of labor and materials
- Read, interpret, and prepare preliminary drafts of blueprints, plans, and drawings
- Write clear and concise instructions and reports
- Communicate effectively, both orally and in writing
- Compile and analyze data from surveys, studies, and inventories
- Work effectively with administrators, District personnel, government authorities, and the public
- Enter and retrieve data using computers

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency and two adult school or college-level courses in supervision, business management, personnel management, construction technology, or craft-related subjects. Successful completion of the LAUSD's Organizational Excellence Branch's Exceptional Supervisor Certificate Program I may be substituted for the required courses.

Experience:

Five years of journey-level experience in the floor covering trade or related crafts, including two years of supervisory experience or two years as a Los Angeles Unified School District Senior Floor Covering Installer or Senior Tile Layer.

Special:

A Facilities Planner Program Certificate is required by completion of the probationary period.

A valid California Driver License.

Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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