

FLOOR COVERING SUPERVISOR

DEFINITION

Plans, directs, and supervises the installation, repair, and maintenance of a variety of floor coverings, including tile, hardwood, soft, and resilient floor coverings throughout the District.

TYPICAL DUTIES

- Supervises and inspects the installation, repair, and maintenance of a variety of tile, hardwood, soft, and resilient floor coverings.
- Confers with site administrators and other employees regarding problems associated with floor covering installations and repair.
- Estimates labor and material costs and initiates requests for orders.
- Prepares material lists for stock and non-stock materials purchased on annual contracts.
- Consults with and advises contractors regarding problems.
- Approves payment of contracts and job tickets for equipment and material.
- Advises the Facilities Contracts Branch on the selection of vendors of non-stock materials or the use of special materials to be matched with former contracts for previously installed floor coverings .
- Inspects contractors' work to ensure compliance with contract requirements.
- Conducts investigations to determine reasons for problems and acts as a technical expert in legal cases and hearings.
- Prepares a variety of reports related to floor covering installation activities throughout the District.
- Prepares delivery schedules for shipment of materials to job locations.
- Develops and maintains a long-range plan for floor covering replacement.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Floor Covering Supervisor supervises, schedules, and is responsible for floor covering installation, repair, and maintenance; advises school administrators and other District personnel on floor covering materials; and inspects floor covering work for completeness and safety compliance.

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 local district.

A Senior Floor Covering Installer surveys various sites and plans and estimates floor covering work, orders required materials, and assists the Floor Covering Supervisor in coordinating and inspecting floor covering installation and repair.

SUPERVISION

General supervision is received from an Area Facilities Services Director. General supervision is exercised over Senior Floor Covering Installers, Floor Covering Installers, Tile Layers, Tile Layer Helpers, Hardwood Floor Workers, and Maintenance Workers.

CLASS QUALIFICATIONS

Knowledge of:

- Characteristics of materials used in installing and repairing a variety of tile, hardwood, soft, and resilient floor coverings
- Standard practices, processes, and tools of the floor covering trade
- Commercial locations and current costs of floor covering materials
- Los Angeles City, Los Angeles County Fire Department, and District regulations related to floor coverings used in District facilities
- Safety practices and regulations pertaining to the floor covering trade and to asbestos and lead related work
- Methods of estimating materials and labor costs
- Principles of supervision and training
- Microsoft Word and Excel, Maximo, and digital imaging programs

Ability to:

- Plan floor covering installation, including tile setting and hardwood floors,
- Communicate effectively, both orally and in writing
- Establish and maintain rapport with District personnel, contractors, and vendors
- Operate an office computer and associated peripheral equipment

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, reach overhead, kneel, balance, push, pull, and lift items weighing up to 100 pounds

ENTRANCE QUALIFICATIONS

Education:

- Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college, university, or vocational courses in supervision or completion of the Exceptional Supervisor Certificate Program I offered by Organizational Excellence.

Experience:

- Four years of journey-level experience in the floor covering trade.

Special:

- A Facilities Planner Training Program Certificate is required by completion of the probationary period.
- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTE

Employment is subject to medical clearance which meets pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials including, but not limited to, asbestos or lead.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

Reestablished and revised

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JPK