

## SENIOR FLOOR COVERING INSTALLER

### DEFINITION

Assists in overseeing the overall Floor Covering operations in a designated maintenance and operations area.

### TYPICAL DUTIES

Applies knowledge of laws and District rules, policies, and procedures for the Floor Covering Installer craft in performing the following duties:

- Surveys sites, plans, schedules, inspects, and certifies completion of operations performed by District and contract personnel involving the construction, maintenance, repair, and alteration of facilities.

- Develops, reviews, and revises work schedules.

- Confers with supervisors on job requirements, plans, and schedules.

- Prepares job estimates, scope of work, and sketches of work required.

- Plans, coordinates, and schedules projects with District personnel, community representatives, contractors, vendors, and the public.

- Prepares correspondence, reports, instructions, description of tasks, and related documents.

- Provides emergency responses and related services to minimize safety hazards to students, employees, and the public.

- Orients work crews in the proper and safe use of tools, equipment, and materials, and implements safe work practices.

- Provides work direction to craft personnel.

- Identifies and evaluates equipment, supplies, techniques, and systems.

- Ensures compliance with procurement procedures.

- Coordinates resolution of construction project issues in accordance with District policy, applicable laws, and regulations.

- Obtains contracts from private vendors and interacts with, coordinates, and inspects the work of contractors.

- Performs journey-level duties as needed.

- May act in place of the supervisor during absences.

- Enters work order and requisition data utilizing computer systems.

- Applies provisions of collective bargaining agreements.

- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Senior Craft person assists a supervisor or manager in overseeing the overall respective operations in a designated maintenance and operations area.

An Area Craft Supervisor manages 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.

A Craft Person performs the journey level work within their specific discipline in a designated maintenance and operations area.

## SUPERVISION

General supervision is received from a Complex Project Manager, or a higher-level supervisor or manager. Work direction is exercised over lower-level employees, such as Floor Covering Installers, and Maintenance Workers.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of organization, personnel management, and progressive disciplinary procedures
- Pertinent employee health and safety laws, regulations, and District policies and procedures
- Pertinent provisions of labor contracts
- City, County, State, Federal, and other codes pertinent to floor covering
- Characteristics of materials used in installing and repairing a variety of resilient, soft, hardwood, and tile floor coverings
- Practices, processes, materials, and tools of floor covering
- Commercial locations and current costs of floor covering materials
- Microsoft Word, Excel, and Outlook

### Ability to:

- Read and interpret blueprints, plans, drawings, and specifications
- Enter and retrieve information using computers
- Recognize, analyze, and deal effectively with problems and issues
- Estimate cost of materials and labor
- Work effectively with administrators, other District personnel, and the public
- Manage and direct multiple projects simultaneously
- Promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment
- Maintain confidentiality

### Special Physical Requirements:

- Manual dexterity and strength to use tools of the trade
- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 100 pounds in inspecting or assisting projects when needed
- Ability to work safely at heights including the use of ladders, scaffolds, and other related equipment
- Ability to work safely in confined spaces
- Normal color vision

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

One year of experience as a Los Angeles Unified School District Floor Covering Installer.

Special:

Employment is subject to medical clearance.

Positions in this classification are subject to pertinent provisions of the General Industry Safety Orders of the California Code of Regulations regarding protective equipment when exposed to hazardous materials, including, by not limited to, asbestos and lead.

A Facilities Planner Training Program Certificate is required upon 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 reasonable related to existing duties.

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