

## UPHOLSTERER

### DEFINITION

Repairs and replaces furniture upholstery and fabricates and repairs leather, plastic, canvas, and other fabric.

### TYPICAL DUTIES

Lays out, cuts, forms, sews, and assembles cloth, leather, plastic, canvas, and other fabrics in the fabrication, repair, and recovering of furniture, and upholstered equipment including chairs, divans, gymnasium apparatuses, and special equipment for the physically disabled.

Operates a variety of power sewing machines.

Coordinates the acquisition of materials and delivery of furniture and equipment.

Prepares work requests.

May visit District sites to prepare estimates of labor-hours and materials required for each job.

May confer with Principals and other District personnel concerning the fabrication, repair, and recovering of upholstered furniture, gymnasium apparatuses, and special equipment for the physically disabled.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

An Upholsterer fabricates, repairs, and covers upholstered furniture and special equipment.

### SUPERVISION

General supervision is received from a Central Shops Supervisor or higher level administrator. Work direction is provided to maintenance workers.

### CLASS QUALIFICATIONS

#### Knowledge of:

Methods and materials used in the fabrication, repair, and covering of upholstered furniture and other equipment

Safety practices and procedures related to the operation of power sewing machines and other tools of the trades

#### Ability to:

Lay out, cut, form, sew, and assemble upholstery materials, leather, plastic, and other fabrics

Use upholstery and leather-working tools and equipment

Relate effectively with students with special needs

Communicate effectively with academic administrators and students

Perform hand and power machine sewing

Make accurate material and cost estimates

Special Physical Requirement:

Ability to stand, walk, bend, crawl, reach overhead, crouch, kneel, balance, push, pull, and safely lift up to 100 pounds when needed

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency at the high school level.

Experience:

Two years of professional craft level experience in upholstery and custom fabrication work.

Special:

A valid California Driver License

Use of an automobile is required for some positions

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 and 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 a position at any time.

Revised  
06-20-08  
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