

**GRANITE SCHOOL DISTRICT
CLASSIFIED EMPLOYEE JOB DESCRIPTION**

Job Title: Journeyman Floor Covering and Ceiling Tile
Supervisor's Title: Lead
Date Prepared: 5/99 **Date Reviewed:** _____ **Date Reviewed:** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Apprvl _____ **GCEA Review** _____ **HR Apprvl** _____ **Supt. Apprvl** _____
Job Location: Maintenance Services **Lane** _____
Implementation Date: _____ **ADA Review** _____

JOB SUMMARY

Installs and repairs carpeting, floor vinyl, linoleum and rubber base. In addition, responsible for the repair and installation of glue up and suspended ceiling tile.

ESSENTIAL FUNCTIONS

- Repairs or replaces carpet, floor tile, ceiling tile and rubber base.
- Measures installation areas and requisitions needed materials.
- Maintains service truck inventory and assists with annual stock inventory.
- Sets up ladders and/or scaffolding.
- Prepares floor for covering with sanding machine and scraping on hand and knees.
- Maintains clean and orderly work areas and equipment.

NON-ESSENTIAL FUNCTIONS

Occasionally other duties as assigned within skill level.

REQUIRED KNOWLEDGE, SKILLS AND ABILITY

Must be skilled in working with all the tools of the trade, knowledge of all building materials related to floor coverings and ceiling tile. Ability to read blue prints, knowledge of layout for floor tile, carpeting, ceiling tile grid work and glue up tile. Must be able to climb ladders and scaffolding to heights up to 40 feet. Must have a good working knowledge of relevant building and safety codes including pertinent aspects of OSHA, EPA, MSDS and ADA. Must have basic mathematical skills. Must be skilled in oral and written communications and interpersonal relations. Must be able to plan work and organize temporary workers, materials and equipment

for specific projects

REQUIRED EDUCATION AND TRAINING

Must have a high school diploma or equivalent. Must have a current and valid Utah driver's license. Must keep abreast of changing developments in techniques in relevant fields.

REQUIRED PRIOR WORK EXPERIENCE

Must have two years of job related work experience with demonstrated competence.

Note: The District administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience, some exchanges can be made between training and experience.

DECISION MAKING

Takes measures to ensure safety of self and others. May advise with administrators, teachers, co-workers and patrons to assist in the timely completion of projects. Assists in planning work projects. Assures that each assignment has sufficient tools, materials and supplies. Determines repairs and replacements of equipment as needed. Prioritizes work for specific jobs assigned. Must be able to perform assigned tasks without on-site supervision.

SUPERVISION

Requires ability to motivate temporary workers, also, plan and initiate activities with minimum supervision. Responsible for planning work as assigned, assuring a high quality of the finished product. Makes specific work assignments and monitors performance of assigned employees. The work supervised can be complex. Coordinates with contract service vendors and material vendors on projects.

WORKING CONDITIONS

Some district emergencies may require additional irregular hours. May be subject to high locations, awkward positions, heat, noise, dirt, chemicals, confined spaces, and cold. Incumbent may have occasional stress from emergencies and in meeting project deadlines. Interruptions may occur while performing work requiring accuracy and concentration.

PHYSICAL DEMANDS

Spends considerably time on hands and knees. There is occasional work with heavy weight material, but generally not exceeding 100 lbs.