

GRANITE SCHOOL DISTRICT
Classified Employee Job Description

Title Window Covering Service Person
Supervisor's Title _____
Date Prepared 4/99 **Date Reviewed** _____ **Date Reviewed** _____
Employee/Incumbent Review _____ **Immediate Supervisor Review** _____
Dpt Aprvl _____ **Ass'n Review** _____ **HRM Aprvl** _____ **Supt. Aprvl** _____
Location Paint Shop, Maintenance Compound **Lane** _____
Implementation Date _____ **ADA Review** _____

Job Summary

Installs and repairs window coverings such as roll up blinds, mini blinds and some drapery.
Repairs movie screens and maps. .

Essential Functions

Prepares estimates for material needed for ordering roll up blinds.

Assembles, repairs, adapts and installs roll up blinds.

Repairs and installs Venetian type blinds.

Installs and repairs movie screens and maps.

Installs and repairs traverse and drapery rods.

Repairs stage curtains.

Keeps tools and truck clean and orderly.

Erects and takes down scaffolding.

Non-Essential Function

Occasional other duties assigned within skill level.

Required Knowledge and Skills

Job requires use of hand tools, machine tools, cleaning supplies, power tools, power equipment, air stapler, ladders, commercial sewing machine and steel scaffolding in accordance with state and federal regulations. Needs skill in oral and written communication, mathematics and interpersonal relations.

Minimum Entrance Requirements for Training and Education

High school diploma or equivalent.

Minimum Entrance Requirements for Prior Work Experience

One year of carefully monitored job related work experience with demonstrated competence..

Decision Making

Has some authority for condemning window coverings and draperies. Prioritizes own work and determines needs for tools and supplies to accomplish specific tasks assigned. Determines safe approach to each task.

Interaction with Others

Interacts with maintenance personnel, students, teachers and administrators as each is affected by work of incumbent.

Supervision

No supervision in regular work, but may supervise the work of summer helpers.

Working Conditions

The flow of work is steady with some deadline pressures and few involuntary interruptions. Must work in high places up to 30 feet and may encounter wide temperatures variations, chemicals, dust and confined spaces.

Physical Demand Characteristics

Job involves physically handling tools, materials and equipment. Must lift or move items weighing up to 100 pounds.