

FURNITURE REPAIRER SUPERVISOR

Position Details

Class Code: 7565

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade 58 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans and supervises the work of the furniture repair staff.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Surveys, plans, organizes, and directs the work of furniture repair personnel.
2. Inspects equipment, sites, and furniture to determine material and labor needed.
3. Prepares diagrams and sketches of work to be done.
4. Supervises and inspects work in progress.
5. Inspects and approves or disapproves work upon completion.
6. Coordinates work with school activities and other trades.
7. Reviews, edits, and submits payroll timecards, special purchase orders (SPO's), work requests, etc., for processing.
8. Provides input for the evaluation of assigned staff.
9. Researches and tests equipment and/or material proposed by contractors to assist with the bid process and the development of specifications.
10. Monitors shop inventory and initiates requests for supplies and equipment.
11. Inspects new equipment installations performed by contractors/vendors and reports status to administrative supervisor.

12. Monitors and follows up on manufacturer warranties for equipment.
 13. Modifies existing cabinets, tables, and other furniture to accommodate facility needs.
 14. Designs patterns to fabricate furniture, car seats, draperies, cabinets, lockers, folding walls, wall mats, auditorium seats, blinds, mini-blinds, etc., in compliance with Clark County School District and manufacturer's specifications.
 15. Notifies schools/departments of work to be performed and nonstandard chemicals to be used.
 16. Repairs and maintains lockers to ensure safe and proper operation.
 17. Fabricates, installs, repairs, and maintains draperies.
 18. Fabricates parts for repair when unavailable or discontinued (i.e., lunch tables, locking bars, desk braces, riser locks, etc.).
 19. Drills holes and mounts theater and auditorium seats.
 20. Sets up and operates arc and mig spot welding equipment.
 21. Responsible for the safe handling and disposal of hazardous materials.
 22. Conforms to safety standards, as prescribed.
 23. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, supervising, and inspecting the work of furniture repair personnel.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Americans with Disabilities Act (ADA) requirements as it relates to the position.
2. Knowledge of welding practices and procedures.
3. Knowledge of wood, metal, and upholstered furniture.
4. Ability to wear and work with a pressure respirator.
5. Ability to develop, learn, and apply operating, safety, and work procedures.
6. Ability to meet predetermined deadlines.
7. Ability to provide cost estimate information.
8. Ability to read and interpret written and/or oral instructions.
9. Ability to plan and organize work.
10. Ability to read and interpret blueprints, technical drawings, and specifications.
11. Ability to supervise and evaluate employees.
12. Ability to safely move and relocate heavy objects.

13. Ability to work in confined areas.
 14. Ability to work flexible hours or shifts.
 15. Ability to withstand heights and perform work safely.
 16. Ability to exercise judgment as when to act independently and when to refer situations to an administrator.
 17. Ability to work cooperatively with employees, contractors/vendors, and the public.
 18. Ability to recognize and report hazards and apply safe work methods.
 19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Five (5) years experience as a furniture repair technician or upholsterer.

Licenses and Certifications

1. A valid driver's license that allows the applicant / employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Hold or be able to obtain, Forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

One (1) year of supervisory experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

3. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.
 4. Forklift qualification card, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - offices, schools (classrooms, computer labs, locker rooms, cafeterias, restrooms, construction sites, etc.).

Work Environment

Strength

Strength: Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Various District-issued/personal vehicles, saws (i.e., table, band, sawsall, circular, jag, etc.), drill press and hand drills, hilti guns, industrial sewing machines, pneumatic and electric hoist, staple guns, grinders, riveters, formica kits, forklifts, respirators, button and snap makers, various scissors and hand tools, razor blades, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/06/20
- Created: 12/01/87