

FURNITURE REPAIR TECHNICIAN

Position Details

Class Code: 7270

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: Pay Grade 51 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, fabricates, installs, repairs, and replaces metal, wood, and upholstered furniture and drapery.

Essential Duties and Responsibilities

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

1. Rebuilds, replaces, and makes repairs to metal, wood, and upholstered furniture.
2. Fabricates new seat bases for bus seats, modifies bus seats for special need students, and re-upholsters soiled or worn seat covers on vehicles and furniture.
3. Modifies existing cabinets, tables, and other furniture to accommodate facility needs.
4. 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 manufacturers specifications.
5. Installs and repairs Formica on furniture, cabinets, and shelving.
6. Repairs and maintains lockers to ensure safe and proper operation.
7. Paints, varnishes, stains, and applies adhesives to various surfaces.
8. Fabricates, installs, repairs, and maintains draperies.
9. Fabricates parts for repairs when unavailable or discontinued (i.e., lunch table locking bars, desk braces, riser locks, etc.).
10. Repairs and/or patches broken concrete to re-anchor seats.

11. Drills holes and mounts to install theater and auditorium seats.
 12. Installs and repairs wrestling mats.
 13. Repairs and sets-up portable stages and risers.
 14. Inspects site to determine material and labor needs.
 15. Replaces wallpaper, as required.
 16. Uses special purchase orders (SPO's) to purchase supplies and equipment to complete projects.
 17. Instructs and/or directs the daily activities of Skilled Trades Assistants (STA's), when assigned.
 18. Conforms to safety standards, as prescribed.
 19. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves skilled work in the fabrication, installation, and repair of metal, wood, and upholstered furniture and draperies.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of furniture repair practices and procedures.
2. Knowledge of Americans with Disabilities Act (ADA) code requirements.
3. Ability to learn wood working practices and procedures.
4. Ability to learn drapery repair and design.
5. Ability to learn and apply operating and work procedures.
6. Ability to meet predetermined deadlines.
7. Ability to read and interpret written and/or oral instructions.
8. Ability to read and interpret blueprints, technical drawings, and specifications.
9. Ability to operate hand and power tools and equipment.
10. Ability to safely move and relocate heavy objects.
11. Ability to perform strenuous, physical work.
12. Ability to work flexible hours or shifts.
13. Ability to wear and work with a pressure respirator.
14. Ability to work in confined areas.
15. Ability to withstand heights and perform work safely.
16. Ability to work cooperatively with employees, vendors/contractors and the public.
17. Ability to recognize and report hazards and apply safe work methods.

18. 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. Three (3) years experience in furniture repair, which includes at least one (1) of the following: installation and repair of woodwork, upholstered furniture, or draperies.

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

None Specified.

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 and schools (i.e., classrooms, computer labs, locker rooms, cafeterias, restrooms, etc.) and construction sites.

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 out doors 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

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 hoists, staple guns, grinders, riveters, formica kits, forklifts, pressure 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