

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

UPHOLSTERY TECHNICIAN

SALARY SCHEDULE: SSP10

COST CENTER: TRANSPORTATION SERVICES (9030)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Possess or obtain a valid state of Florida Commercial Driver's License (CDL).

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow directions. Ability to communicate effectively, both orally and in writing. Ability to organize and prioritize activities. Ability to perform work required to repair and maintain seat covers. Knowledge of the methods, practices, tools and equipment related to assignments. Knowledge of the hazards and safety precautions of the assignments.

REPORTS TO:

Supervisor

<p>JOB GOAL</p>

<p>To assist in maintaining a safe and economical fleet of vehicles for the District.</p>

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Cut out seat patterns and sew to existing seats as needed.
- * (2) Remove old seat covers and replace with new ones as needed.
- * (3) Complete work orders as required.
- * (4) Clean interior of buses as needed.
- * (5) Maintain tools and equipment in good working order.
- * (6) Perform normal building maintenance duties as assigned.
- * (7) Perform maintenance assistance to mechanics as required.
- * (8) Prepare all required reports and maintain all appropriate records.
- * (9) Exhibit support for the District's vision, mission, goals and priorities.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.
- * (14) Maintain confidentiality regarding school matters.
- * (15) Maintain positive relationships with staff and vendors.
- * (16) Participate in workshops and training sessions as required.
- * (17) Communicate effectively with staff and vendors.
- * (18) Keep supervisor informed of potential problems or unusual events.
- * (19) Respond to inquiries and concerns in a timely manner.
- * (20) Follow all School Board policies, rules and regulations.
- * (21) Exhibit interpersonal skills to work as an effective team member.
- (22) Perform other incidental tasks consistent with the goals and objectives of this position.

UPHOLSTERY TECHNICIAN (Continued)

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 08

*Essential Performance Responsibilities