

# Carpet and Flooring Supervisor

## Position Details

Class Code: 7585

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, plans, supervises, schedules, and inspects the work of flooring technicians and other assigned staff.

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## Essential Duties and Responsibilities

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

1. Surveys, plans, organizes, and directs flooring technician crews.
2. Prepares diagrams and sketches of work to be done.
3. Inspects sites to determine materials, labor needs, and costs.
4. Supervises and inspects work in-progress; approves or disapproves upon completion.
5. Researches equipment and materials; assists in developing specifications.
6. Initiates requests for equipment, supplies, and materials; monitors inventory and maintains adequate stock levels.
7. Reviews bids for compliance with specifications; tests materials.
8. Confers with outside vendors and contractors regarding services.
9. Conducts walk-through inspections of contracted projects; prepares written reports.
10. Reviews, edits, and submits payroll cards, small purchase orders (SPOs), work requests, etc., for processing.

11. Coordinates work with school activities and other trades.
  12. Notifies schools/departments of work to be performed and chemicals, materials, and equipment to be used at designated sites.
  13. Provides information for the evaluation of assigned staff.
  14. Installs, repairs, and replaces wood flooring, carpeting, vinyl, and linoleum floor coverings.
  15. Applies special floor coverings (i.e., non-skid surface coatings, special carpeting, etc.)
  16. Installs gymnasium floor supports for athletic equipment according to manufacturer's specifications and blueprints.
  17. Inspects restroom partition installations for Americans with Disabilities Act (ADA) compliance.
  18. Conducts safety meetings for assigned staff.
  19. Assists Facility Planning in maintaining accurate as-built drawings and records.
  20. Maintains updated material safety data sheets (MSDS).
  21. Responsible for safely handling and disposing 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**

Plans, supervises, and inspects the work of flooring technicians and other assigned staff.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of flooring trade practices and procedures.
2. Knowledge of ceramic tile installation.
3. Knowledge of hardwood and softwood flooring.
4. Knowledge of building construction.
5. Knowledge of building codes and federal, state, and local ordinances.
6. Ability to develop, learn, and apply procedures.
7. Ability to meet predetermined deadlines.
8. Ability to provide cost estimates.
9. Ability to interpret written/verbal instructions.
10. Ability to plan and organize work.
11. Ability to communicate verbal and written instructions.
12. Ability to supervise and evaluate employees.

13. Ability to perform strenuous, physical work.
  14. Ability to use and maintain hand/power tools.
  15. Ability to safely move and relocate heavy objects.
  16. Ability to judge when to act independently and when to refer situations to an administrator.
  17. Ability to work flexible hours/shifts.
  18. Ability to work in confined areas.
  19. Ability to obtain a liquefied petroleum gas (LPG) certificate.
  20. Ability to withstand heights and perform work safely.
  21. Ability to work cooperatively with employees, students, vendors, contractors, and the public.
  22. Ability to recognize/report hazards and apply safe work methods.
  23. 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. Completion of apprenticeship as a floor coverer, and an additional three (3) years' experience as a journeyman floor coverer; or, Seven (7) years' experience as a journeyman floor coverer (including carpet, vinyl, linoleum, wood, ceramic tile, etc.); or, Seven (7) years' experience (Clark County School District, out-of-district, or a combination or both) as a flooring technician.

### **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 duration of assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. District-issued forklift certification. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for duration of assignment.

## **Preferred Qualifications**

One (1) year of supervisory experience.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Journeyman certificate, if applicable.
  3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  4. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. District-issued forklift certificate, if applicable.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

District facilities – department offices and schools (classrooms, computer labs, gymnasiums, ball fields, cafeterias, theaters, parking lots, etc.)

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## **Work Environment**

### **Strength**

Medium/heavy – exert force of 20-100 lbs., frequently; 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. 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/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 climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from

moderate to loud for occasional to frequent time periods, and fumes from solvents/adhesives.

## **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.)

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued vehicles, air compressors, power stretchers, seam/steam irons, band/table saws, drum/spinner sanders, forklift, pallet jack, framing/finish nailers, grinders, skill saws, respirators, hand tools, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/04/23
- Created: 04/25/95