

## CLARK COUNTY SCHOOL DISTRICT

### **CLASS TITLE: CARPET AND FLOORING SUPERVISOR**

**Class Code: 7585**

**Grade: 58**

### **CLASS DEFINITION AND SUMMARY:**

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

### **ESSENTIAL TASKS OF THE POSITION:** (illustrative, not inclusive)

Surveys, plans, organizes, and directs the work of flooring technician crews.

Prepares diagrams and sketches of work to be done.

Inspects sites to determine materials, labor needs and costs.

Supervises and inspects work in progress and approves or disapproves upon completion.

Inspects work in progress and upon completion and approves or disapproves.

Researches equipment and/or material and assists with development of specifications.

Initiates requests for equipment, supplies, and materials; monitors inventory and maintains adequate stock levels.

Reviews bids for compliance with specifications and test materials.

Confers with outside vendors and contractors regarding contracted services.

Conducts walk-through inspections of contracted projects and prepares written reports.

Reviews, edits, and submits payroll cards, SPO's, work requests, etc., for processing.

Coordinates work with school activities and other trades.

Notifies schools/departments of work to be performed; and chemicals, materials, and equipment to be used at designated site.

Provides evaluation information for assigned staff.

Installs, repairs, replaces, wood flooring, carpeting, vinyl and linoleum floor coverings.

Applies special floor coverings (i.e., non-skid surface coatings, special carpeting, etc.).

Installs gymnasium floor supports for athletic equipment in accordance with manufacturer's specifications and blueprints.

Inspects restroom partition installations for compliance with ADA requirements.

Conducts safety meetings for assigned staff.

Assists Facility Planning in maintaining accurate as-built drawings and records.

Maintains updated MSDS records.

Responsible for the safe handling and disposal of hazardous materials.

Conforms to safety standards as prescribed.

Performs other tasks related to the position assigned.

### **DISTINGUISHING CHARACTERISTICS:**

Involves planning, supervising, and inspecting the work of flooring technicians, and other assigned staff.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of practices and procedures of the flooring trade.

Knowledge of ceramic tile installation.

Knowledge of hardwood and softwood flooring.

Knowledge of building construction.

Knowledge of building codes and federal, state, and local ordinances.

Ability to develop, learn and apply operating and work procedures.

Ability to meet predetermined deadlines.

Ability to provide cost estimate information.

Ability to read and interpret written and/or oral instructions.

Ability to plan and organize work.

Ability to communicate oral and written instructions.

Ability to supervise and evaluate employees.

Ability to perform strenuous physical work.

Ability to use and maintain hand and power tools.

Ability to safely move and relocate heavy objects.

Ability to exercise judgment as to when to act independently and when to refer situations to an administrator.

Ability to work flexible hours or shifts.

Ability to work in confined areas.

Ability to obtain a LPG certificate.

Ability to withstand heights and perform work safely.

**KNOWLEDGE, SKILLS AND ABILITIES:** (continued)

Ability to work cooperatively with employees, students, vendors, contractors, and the public.  
Ability to recognize and report hazards and apply safe work methods.

**QUALIFICATIONS:**

**TRAINING AND EXPERIENCE:**

High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).  
Completion of apprenticeship as a floor coverer, plus an additional three (3) years experience as a journeyman floor coverer; or,  
Seven (7) years experience as a journeyman floor coverer (which includes carpet, vinyl, linoleum, wood, ceramic tile, etc.); or,  
Seven (7) years experience as a district flooring technician (which includes carpet, vinyl, linoleum, wood, ceramic tile, etc.); or,  
Seven (7) years experience (district, out-of-district or combination of both) as a floor coverer/flooring technician, plus successful completion of a district administered flooring technician exam.

**NOTE:** As part of the selection process, a test for knowledge and skills will be given to all employees/applicants selected for interview.

**LICENSES AND CERTIFICATES:**

Valid Class C Nevada Driver's License. Must be maintained for the duration of the assignment.  
Copy of driving history record issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement **and** at time of interview prior to final selection.  
Apprenticeship and/or journeyman certificate/card, if applicable.

**PREFERRED QUALIFICATIONS:**

One (1) year supervisory experience.

**DOCUMENT (S) REQUIRED AT TIME OF APPLICATION:**

1. High school transcript or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. Valid Class C Nevada Driver's License.
3. Copy of driving history record issued by the Department of Motor Vehicles.
4. Apprenticeship and/or journeyman certificate/card, if applicable.
5. Specific documented evidence of training and experience to satisfy qualifications.

**EXAMPLES OF ASSIGNED WORK AREAS:**

Clark County School District facilities - department offices, schools (classrooms, computer labs, gymnasiums, ball fields, cafeterias, theaters, parking lots, etc.).

**Strength:** Medium/Heavy - exert force 20-100 lbs., frequently or 10-20 lbs., constantly. May involve significant stand/walk/push/pull/carry.

**Physical Demands:** Frequent stooping, kneeling, crouching, reaching, handling, fingering, feeling, hearing, climbing and balancing. Vision: frequent near and far acuity, depth perception, focal length change and color vision.

**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 and fumes from solvents and adhesives.

**EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:**

Air compressors, power stretchers, seam irons, steam irons, band saw, table saw, drum sanders, spinner sanders, forklift, pallet jack, framing nailer, finish nailer, grinders, skill saws, respirators, assorted hand tools, etc.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel. Notification may be made in person, in writing, or by calling: (702) 799-5334 (V) or (702) 799-0217 (TDD).

04/25/95

Revised: (10/23/96; 0715/05; 01/08/06)