

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 4:08:40 PM
Official Title:	Upholsterer Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 3
Scheduled Hours	
Job Code:	653697
Job Family:	Physical Plant

JOB SUMMARY

The Upholsterer performs a variety of skilled work in making, repairing, or replacing upholstery for dormitory, classroom, or office furniture using various materials.

NATURE OF WORK

The Upholsterer is responsible for making, repairing, or replacing upholstery for furniture used for a variety of purposes throughout the institution. Additional responsibilities may include repairing various window treatments, including Venetian blinds and roll shades. Job responsibilities require a working knowledge of upholstery methods and skill in the use of related equipment such as sewing equipment, staple guns, and skill saws. Work is closely supervised, with limited opportunity for independent action or decision making, and consists of a relatively small number of tasks/duties performed by selecting correct processes from specific instructions and established objectives. Decisions are infrequent and errors could result in minor inconveniences and costs within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Fits, installs, and secures material on frames, using hand tools, power tools, glue, cement, or staples; mounts materials or workpieces onto production equipment
- Examines furniture frames, upholstery, springs, and webbing to locate defects.
- Measures and cuts new covering material, using pattern and measuring and cutting instruments, following sketches and design specifications.
- Adjusts or replaces webbing, padding, and springs and secures them in place.
- Sews rips or tears in material, or creates tufting, using needle and thread.
- Draws cutting lines on material following patterns, templates, sketches, or blueprints, using chalk, pencil, paint, or other methods.
- Repairs frames of workpiece(s), as needed.
- Attach fasteners, grommets, buttons, buckles, ornamental trim, and other accessories to covers or frames, using hand tools.
- Recommends upholstery fabrics, colors, and styles as well as provides cost estimates for products services and materials.
- Performs other job related duties as assigned.

Additional Responsibilities

- May repair various window treatments such as Venetian blinds and roll shades.
- Performs other functions as required or assigned. Also complies with all Policies and Standards.*

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
High school diploma or GED		X		
Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Furniture repair and restoration	X		