

JOB DESCRIPTION

VEHICLE UPHOLSTERY AND GLASSWORKER

Class Code: 7924

TITLE: Vehicle Upholstery and Glass Worker
Grade 14

REPORTS TO: Director of Transportation

SUPERVISES: N/A

JOB FUNCTION: Inspect and repair District vehicle seats and glass installation; manufacture upholstery to specifications.

DUTIES AND RESPONSIBILITIES:

- Inspect and repair District vehicle seats and glass installation; manufacture upholstery to specifications.
- Lay out, cut and sew vinyl material for upholstery specification; repair seats, frames and make repairs to vinyl covers and foam seats.
- Replace glass in District buses, trucks and cars as required; comply with specifications necessary for vehicle maintenance department standards.
- Maintain daily work schedules and accurate records on assigned vehicles to be repaired; process work orders for parts, material and labor used on vehicles to be repaired.
- Assure quality control and accurate evaluation of damage for safety.
- Perform light electric and acetylene welding; assure proper use of tools, equipment and standard maintenance and safety practices.
- Perform compound inspection and on-site repair; coordinate requested repair with compound coordinators and drivers.
- Provide instruction to drivers at compounds and garages on maintenance and procedures.
- Drive buses of varying sizes when driver shortage exists.
- Perform other duties as assigned.

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- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials and procedures involving upholstery and glass repair.
- Health and safety regulations.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Inspect and repair District vehicle seats and glass installation.
- Manufacture upholstery to specifications.
- Communicate effectively both orally and in writing.
- Work cooperatively with others.
- Maintain routine records.
- Prioritize and schedule work.
- Meet schedules and time lines.

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds
- Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

EDUCATION AND EXPERIENCE:

- High school diploma, G.E.D. Certificate as required by Kentucky law and experience in seat repair and glass replacement.

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LICENSES AND OTHER REQUIREMENTS:

- Valid Kentucky Commercial Class B driver's license; must have, or be able to obtain within six months, a Commercial Drivers License (CDL) with school bus and passenger endorsement.

Original Date:

01/1999

Revision Date: