

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CARPET MAINTENANCE TECHNICIAN MAINTENANCE DEPARTMENT

GENERAL STATEMENT OF JOB

Under general supervision, performs semi-skilled work in the cleaning of carpeted surfaces in facilities of the school system. Work involves the utilization of commercial equipment in cleaning and maintaining carpeted surfaces in the school's facilities. Employee reports to the Program Administrator-Custodial Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Recommends chemical treatments for carpets throughout the school system.

Operates commercial carpet cleaning equipment to clean rugs and carpets in all facilities.

Operates truck-mounted steam cleaning systems.

Maintains equipment scheduled maintenance and repair logs.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, with 3 to 5 years of experience in commercial carpet cleaning; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including carpet shampooers, buffers, and vacuums, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 80 pounds of force occasionally, and/or up to 35 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, lists, forms, work orders, floor plans, etc. Requires the ability to prepare correspondence, lists, instructions, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

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Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using small hand tools.

Manual Dexterity: Requires the ability to handle a variety of items such as small hand tools, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of various methods of cleaning carpet and appropriate cleaning solutions to use.

Considerable knowledge of the locations of various departments in the school system.

General knowledge of safety precautions applicable to carpet maintenance.

Skill in the use of commercial cleaning equipment.

Ability to identify carpet that needs replacing.

Ability to maintain simple logs and records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

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DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.