



REVISED:
07/01/2012

JOB TITLE:	SEAT AND GLASS WORKER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 8
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8808
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assumes responsibility for inspection and needed repairs to seats and glass installation on all vehicles owned by the school system. Manufactures seats and backs to specifications. Provides instruction to drivers on maintenance and procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Lays out vinyl material, cuts and sews for seats/backs to specifications
- Repairs seats, frames, and makes repairs to vinyl covers and foam seats
- Replaces glass in buses, trucks, and cars as required to the specifications necessary to meet the needs of the vehicle maintenance department
- Maintains daily work schedule and accurate records on assigned units being repaired
- Processes work orders for parts, material, and labor used on units being repaired
- Does light welding, both electric and acetylene
- Assumes responsibility for quality control and evaluation of damage for safety
- Assumes responsibility for proper use of tools, equipment and standard maintenance, and safety practices
- Does compound inspection and on-site repair
- Coordinates requested repair with compound coordinators and/or drivers
- Provides instruction to drivers at compounds and garages on maintenance and procedures
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D:
- Working knowledge of buses, trucks, and cars
- Two (2) years successful experience in seat repair and glass replacement
- Must have valid Commercial Drivers License (CDL)
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Knowledge of school system policies and procedures

Successfully completed a mechanical course

Ability to work with people in a positive manner