

Housing Authority of the County of Tulare

Job Description

Job title: MAINTENANCE PERSON – FLOOR INSTALLER I & II

Work Location: One or more of the agency office locations located in Tulare County

Department: MAINTENANCE

Reports to: AREA MANAGER/MAINTENANCE PROGRAM DIRECTOR

☒ **Full-time**
☐ **Part-time**

☐ **Exempt**
☒ **Nonexempt**

DEFINITION:

Under direction to perform laying floor coverings in tenant units and other Housing Authority structures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- General floor coverings in rental units, including carpet, tile, linoleum, vinyl, laminate, rubber, cement or wood.
- Inspecting and cleaning surfaces in preparation for flooring material.
- Sweeping, scraping, sanding or chipping dirt and irregularities from base surfaces.
- Filling cracks with putty, plaster or cement grout to form smooth foundation.
- Correcting defects such as a sub-floor that is not level or contains rotted wood.
- Measuring area to determine number of materials needed.
- Cutting of flooring materials.
- Using adhesive to glue material to floor.
- Unrolling and installing polyethylene film.
- Installing padded underlayment.
- Installing floor covering and ensuring there are no cracks.
- Cleaning up leftover adhesives.
- Mopping up floors and inspecting finished product for flaws.
- Replacing any defective flooring material.

MARGINAL FUNCTIONS: Performs related work as required or delegated.

EDUCATION AND/OR WORK EXPERIENCE REQUIREMENTS:

- High School education or GED equivalent.
- Three years of experience in the floor-installation trade.

KNOWLEDGE OF:

Procedures, equipment and supplies used in the flooring of tenant units and other Housing Authority structures.

SKILLS TO:

- Follow supervisor's instructions.
- Complete all job assignments in a timely and safe manner.

DESIRABLE QUALIFICATIONS:

- Computer literate in MS Office software.

PHYSICAL CHARACTERISTICS:

- Manual dexterity of hands and wrists to use tools, such as saws, nail guns, staplers, carpet stretchers, heat steamers, in addition to standard carpentry hand and measuring tools.
- Ability to use some masonry tools, including wet saws, heavy-duty drills for mixing thinset and tile-chipping tools for cutting tile to fit around obstructions.
- Mobility to move around flooring-project sites, area projects and housing units.

- Flexibility and strength to bend, reach, kneel, stoop and lift up to 100 pounds on a continuing basis.
- Ability to complete reports, work orders, etc.
- Good verbal and hearing skills. Able to understand, give instructions, and communicate with other employees and the public.
- Good eyesight to be able to perform all the above and other duties in a safe manner.
- Ability to operate a motor vehicle.
- Ability to cope with stressful circumstances and to cordially interact with co-workers to accomplish common tasks.
- Ability to tolerate working in heat and cold weather conditions.
- Regular attendance required.

LICENSES/CERTIFICATES:

A valid California driver's license and acceptable DMV record.

Adopted: 2/2024