

Carpet Maintenance Specialist

JOB PURPOSE

Performs inspection, installation, cleaning and repair of carpet, rugs and upholstered furniture.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Determines which carpets are to be repaired or replaced. Inspects floor surface to be covered to determine its condition, and corrects and repairs any imperfections. Takes measurements and reviews blueprints, sketches, or plans to calculate the area to be covered. Cuts and trims carpet to fit along wall edges and openings.

Cleans to remove dirt, grime, and stains from carpets, rugs, and upholstered furniture using special equipment.

Repairs sections of carpet that become damaged or create trip hazards, i.e., burned, torn, or ripped, by installing carpet patches to match existing carpet.

Reattaches carpet around doorways, at seams, and in large areas that have developed wrinkles by re-stretching carpet, cutting off excess and reattaching to tack strips. Uses hot seaming iron to reattach seams that have come apart.

Responds to emergency calls and requests, i.e. floods and major spills on carpet areas, then follows-up to ensure proper paperwork is completed.

Reviews daily work orders to be performed and prioritizes jobs based on nature and importance of work to be completed.

Creates and maintains records of all installation, repair, and cleaning performed and all chemicals and materials used. Maintains inventory of all supplies, equipment, and materials used. Ensures all products and materials needed to complete carpet repair, cleaning, and installation are ordered and received in time to complete job within designated time frame.

Maintains carpet extractor and upholstery cleaning equipment. Troubleshoots and diagnoses equipment problems and determines part(s) to be repaired or replaced. Conducts preventative maintenance on equipment.

May lead or provide guidance and direction to others.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of materials, methods, and tools used in carpet care, repair and installation. Ability to operate related tools and equipment.

Ability to understand and follow oral and written instruction. Ability to read and interpret drawings, blueprints and/or schematics.

Ability to work in a safe and efficient manner.

Ability to use a computer

MINIMUM REQUIREMENTS

Education: High school diploma or GED

Experience: 2 years of experience in carpet installation, repair and cleaning.

Certifications/Licenses: Valid driver's license and ability to be insured by Indiana University.

PHYSICAL REQUIREMENTS

Sitting, standing, walking, driving, talking, hearing, seeing, squatting/kneeling, reaching, fingering, handling, grasping, pushing/pulling, twisting, bending, regularly lifting/carrying 70lbs and occasionally lifting/moving up to 120 lbs.

WORKING CONDITIONS

Spends most time indoors. Possible exposure to fumes, odors, etc. that may affect respiration and skin. Possible risk of bodily injury from mechanical parts, electricity etc.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.