JOB PURPOSE:
Repairs window treatments including Venetian blinds and roll shades. Makes, repairs, or replaces upholstery for dormitory or office furniture, using various materials.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
Measures and cuts new covering material, using pattern and measuring and cutting instruments.
Adjusts or replaces webbing, padding, and springs and secures them in place.
Sews rips or tears in material, or creates tufting, using needle and thread.
Draws cutting lines on material following patterns, templates, sketches, or blueprints, using chalk, pencil, paint, or other method.
Drills or punches holes in material.
Stacks, aligns, and smoothes material on cutting table.
Repairs frame of workpiece.
Performs other general building maintenance as assigned.
Drives vehicle as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:
Ability to do basic computation.
Ability to operate sewing equipment, staple guns, and skill saw.
Ability to work in safe and efficient manner.

MINIMUM REQUIREMENTS:
Education: High school diploma or GED
Experience: Three years upholstery experience
Certifications/Licenses: Valid driver’s license and ability to be insured by Indiana University.

PHYSICAL REQUIREMENTS:
Sitting, standing, walking, driving, climbing/ladders, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs multiple times per shift, fingering, talking, hearing, and seeing.

WORKING CONDITIONS

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

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.