Saint Michael's College
Job Description

Job Title: Upholster/Painter

Department: Facilities, Paint/Glass/Upholstery

Supervisor or Manager: Supervisor of Carpenters and Locksmith

Date Created: 12/13/05  Last Revised: 12/13/05  FLSA Status: NE

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- The upholstered furniture on campus is maintained, repaired and cleaned, inventory is taken, and new furniture is built and/or ordered
- All curtains and drapes are made and maintained, banners, flags and skirts, etc. are maintained for special events
- The Paint Shop is supported and requirements to paint and help with glass work are met when needed

Essential Duties and Responsibilities:
- Repairs and upholsters furniture
- Makes window treatments and installs hardware of various types across campus
- Maintains an inventory of replacement furniture, drapes and curtains
- Cleans furniture and window treatments as needed
- Schedules a preventive maintenance program consisting of cleaning, evaluating condition and repair
- Plans upholstery and window treatment projects, estimates materials and labor
- Orders and maintains an inventory of upholstery supplies
- Schedules and prioritizes workloads on a daily basis
- Plans and coordinates projects with both outside vendors and internal personnel
- Supports paint and glass techs when required
- Assists Special Events with set-up of flags, banners, skirts, backdrops, etc.
- Steam cleans and presses drapes and flags

Secondary Responsibilities:
- Repairs, maintains, fabricates and builds anything made of fabric for the various other departments on campus: janitorial supply bags; radio, flashlight, and tool holders; sign covers; welding curtains; pads for the rugby goals; etc.

Positions Supervised:
- Work-study students and/or College personnel when needed

Major Contacts:
- Supervisor of Painters
- College personnel
- Vendors
- Students
- Associate Director of Grounds and Special Services

Demonstrates Excellence:
- Maintains a positive “can-do” attitude towards all projects and assignments and uses good communication skills
- Succeeds at working with others towards a common goal in a team effort, yet is self-motivated and works well independently
- Puts out consistent, quality work and is dependable, follows through and always finds a way to get the job done
- Takes pride own work and carefully prepares ahead of time to ensure a finished product that meets expectations
- Understands the big picture, knows what each job entails, always striving to make things easier and more cost efficient
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**Education and Work Experience:**  
• High school diploma plus some post-secondary education, work experience, or specialized training  
• Three or more years of relevant training and experience in furniture construction, upholstery work, window dressings (i.e. drapes, curtains, valances), commercial painting, or a combination of education and experience from which comparable knowledge and skills are acquired

**Analytic Skills:**  
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response.

**Language and Literacy Skills:**  
• Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills:**  
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Other:  
Internet-based Work Order system and SMC Work Order system - working knowledge

**Licenses, Certifications and Other Requirements:**  
• Must meet driver’s eligibility requirements as stated in the Saint Michael’s College *Vehicle Use Policy*

**Physical Demands:**  
Work is often performed in a typical non-office environment requiring:  
• Standing and/or walking for extended periods of time  
• Reaching by extending hand(s) or arm(s) in any direction  
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard  
• Basic agility for lifting and maneuvering large amounts of weight  
• Communication skills using the written and/or spoken word  
• Vision sufficient to see objects within normal parameters, peripherally and at a distance  
• A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl  
• Some degree of exposure to physical risk

While performing the duties of Upholster/Painter, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

**Additional Requirements for the Job:**  
• Ability to work independently and also with others to maintain the functionality and appearance of assigned areas  
• Availability for mandatory “on call” rotation to cover 24/7 emergency response and some flex hours for special events  
• Must be able to tolerate work in extreme temperature conditions and use personal vehicle if needed

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.