

**SACRAMENTO REGIONAL TRANSIT DISTRICT
JOB DESCRIPTION**

UPHOLSTERER

FLSA Exemption Status: Non-Exempt

Authorized: 10/99

Bd. Revised: 05/08

Job Summary

Safely uses a heavy sewing machine, a variety of hand tools, knowledge of fabrics and upholstery methods to repair, clean and/or rebuild interior seats and mechanical seating systems on District coaches and light rail vehicles (LRVs); maintains an inventory of replacement seats; assists with ordering parts and materials related to area of assignment; and performs related duties as required.

Distinguishing Characteristics

This is a specialist job classification. The incumbent utilizes a variety of tools and equipment to independently upholster and repair interior seats and mechanical seating systems on District coaches and LRVs.

Supervision Received

Receives general supervision within a framework of standard operating policies and procedures.

Supervision Exercised

This classification does not supervise or direct the work of others.

Essential Functions and Responsibilities

Performs all facets of upholstery such as pattern making, sewing and repairing seats, curtains, and visors; removes and replaces seats, visors and curtains; removes and repairs coverings, webbings, cushions and padding from seat arms, backs and sides; measures, cuts and sews upholstery material; designs and assembles covers for designated equipment; orders seat parts and maintains an inventory of replacement seats; repairs, rebuilds and modifies seats for the handicapped; reads work orders and parts and service manuals; safely operates District vehicles; repairs driver seat mechanical system; prepares seats for dyeing; assists in ordering products and materials related to area of assignment; and performs other related duties as assigned.

Required Education, Experience, Knowledge Skills and Abilities

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Prior Education:

High school diploma or equivalent

Upholsterer

Required Prior Experience:

One year of full-time experience successfully performing automotive or bus upholstery replacement and repair. Related training and/or apprenticeship may substitute for experience on a year for year basis. Any IBEW member having completed new-hire probation and can show a certificate of completion of a basic Upholstery Training Program.

Licenses and/or Certificates:

Possession of a Class B California Driver's License permit with endorsement(s) on the first day of appointment and the ability to obtain a Class B California Driver's License with endorsement(s) within 90 days of appointment; a satisfactory driving record; possession of a Forklift Operator Certification or the ability to obtain a forklift certificate within 90 days of appointment.

Required Knowledge of:

- Concepts and practices of upholstering; related repair work; and the assembly and operation of mechanical seating systems.
- Standard tools and equipment used in upholstery replacement and/or repair. Standard and accepted upholstery cleaning techniques.
- Basic math including addition, subtraction, multiplication & division.
- Standard and accepted first aid and general shop safety practices.
- Safety practices related to handling of hazardous materials.

Required Ability to:

- Obtain and maintain a valid Class B California driver's license issued by the Department of Motor Vehicles with proper endorsements and current medical certificate.
- Comply with drug and alcohol testing provisions for safety-sensitive employees as required by the FTA, Department of Transportation (49 CFR, Parts 40 and 655).
- Safely operate a variety of tools and equipment related to upholstery work.
- Exercise good judgment and effectively resolve work-related problems.
- Maintain attention to detail in a work environment of frequent interruptions.
- Read, interpret and understand patterns, drawings, and various manuals.
- Take accurate measurements.
- Work independently in the absence of supervision.
- Understand and effectively follow written and oral instructions.
- Understand and follow guidelines for safe handling of toxic and/or caustic chemicals and other hazardous materials.
- Learn and effectively apply District policies and procedures.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Perform essential functions of the job without causing harm to self or others.

Required Computer Skills with:

- N/A

Upholsterer

Physical and Mental Requirements

The essential functions of this job are performed in both open and confined and cramped spaces in a shop environment and outside in various weather conditions, including extreme heat and cold.

On a daily basis, the essential functions of the job require the incumbent to stand for sustained periods of time; the ability to perform fine hand manipulations and finger dexterity; to rotate neck left and right and bend neck forward and backward; to bend and twist torso; to kneel, crouch and crawl; to lift, push, and pull up to 50 lbs; and to view objects within one to twenty feet using a full field of vision, good depth perception and the ability to adjust focus and distinguish basic colors and shades of color.