

**CLASS SPECIFICATION**

1/13/2022

CARPET LAYER, 3418

Summary of Duties: Installs, removes, and repairs carpeting and padding.

Class Characteristics: A Carpet Layer performs journey-level work in the removal, repair and installation of both conventional carpeting, glue-down carpeting, various vinyl tile flooring and sheet goods. An employee of this class receives minimum supervision; work instructions are general and assignments are usually received as a statement of the work to be done. Evaluation of the work is made by inspection of the quality and quantity of work performed.

Example of Duties:

- Cuts and removes carpets and carpet padding, either to provide access to telephone conduit systems or to renovate or replace worn or damaged carpet;
- Installs carpets, carpet padding and vinyl/rubber tile;
- Measures and cuts carpeting and padding to size, occasionally using floor sketches;
- Uses a hot plastic tape iron to join sections of carpeting and padding;
- Cuts and trims carpets and padding to fit along wall edges, openings, and projections;
- Uses a carpet stretcher to fit and tack carpeting to floors;
- Nails metal treads across door openings to hold carpet in place;
- Glues tackless stripping to hard floor surfaces;
- Prepares and levels floors for carpet and tile;
- Installs glue-down carpeting;
- Occasionally sews sections of carpets and pads together by hand;
- Occasionally examines finished carpeting for weaving defects, variations in color and finish, and uneven shearing;
- Occasionally cleans soiled areas;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Completion of a recognized three year apprenticeship as a carpet layer; or
2. Attainment of a journey level rank as a carpet layer; or
3. Four years of full-time paid experience as a helper to a journey-level carpet layer.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting over 70 pounds; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling and feeling; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.