




University System of Maryland Job Class Specification

TITLE: PROTECTIVE COVERING MECHANIC
FLSA: NONEXEMPT
EEO6: H60
IPEDS-SOC: T-472040

JOB CODE: N10PVU
JOB TYPE: SYSTEMWIDE
JOB FAMILY/SERIES: PHP MNT

APPROVED BY: Chancellor's Designee:  **EFFECTIVE DATE: 09/01/2007**
James Sansbury, Associate VC Financial Affairs/Human Resources

JOB SUMMARY

Under general supervision, performs protective covering work at the journey level. Installs and maintains floor tile, ceramic tile, carpet, other floor coverings, and insulation.

PRIMARY DUTIES

1. Installs floor tile, carpet, and ceramic tile; measures and cuts covering material according to blueprints and sketches; lays out guidelines on foundation with chalkline; spreads cement on foundation material and lays covering on cement.
2. Diagnoses problems, maintains and repairs existing floor coverings and insulation.
3. Assists in the abatement and containment of asbestos.
4. Prepares estimates of time, labor and materials. Prepares reports reflecting daily operations and project status.
5. Operates and maintains tools and equipment of the protective covering trade. Cleans work area upon completion of project.
6. Provides guidance and training in protective covering work to other maintenance personnel. May have lead responsibility for special projects.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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MINIMUM QUALIFICATIONS

EDUCATION:

EXPERIENCE: Four years progressively responsible experience in the protective covering trade.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Comprehensive knowledge of all types of protective covering including floor surfaces and adhesive compounds, insulation, plasters, cements, tiles, and floor polishing. Comprehensive knowledge of and skill in the methods and techniques used in the protective covering trade. Thorough knowledge of and skill in basic mathematics including area, volume, weights, and the practical application of fractions, percentages, ratios, and proportions; of OSHA regulations related to the protective covering trade. Skill in the use and maintenance of the tools and equipment used in the protective covering trade; in installing and repairing floor coverings, insulation, and protective covering. Ability to read, interpret, and work from blueprints and specifications; to prepare summaries and reports; to communicate effectively and follow directions; to work in, on, around, over and under fixed equipment and machinery; to work from heights up to 35 feet; to manipulate heavy equipment, tools, and supplies and/or exert force up to 70 lbs.; to concurrently manipulate multiple controls on equipment and machinery; to work in hazardous or irritating environments, confined spaces, and adverse weather or temperature conditions; to wear and work in personal protective equipment.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or equivalent driver's license may be required. Candidates selected for employment may be required to be trained to work with asbestos.