

WESTERN MICHIGAN UNIVERSITY

TITLE: Carpet/Tile Layer

GRADE: ST1

FUNCTIONS:

This position provides journey level craft labor, working with tools to install, repair, replace and perform preventive maintenance for all types of floor coverings. The incumbent installs, maintains and repairs synthetic and some wool carpeting, carpet tiles, luxury vinyl plank or tiles, ceramic tile, floor tile, vinyl base, quarry tile and other floor coverings. The incumbent removes damaged and/or deteriorated carpeting and/or tile to expose sound material in preparation for installation of new or replacement floor coverings, removing debris from the work site/building and disposing of it in a proper manner. This position applies the appropriate mastic or adhesive to the area on which floor covering is to be installed, and lays new materials, aligning naps and/or patterns to match existing carpet/tile. The incumbent installs tack strips and padding in preparation for broadloom carpeting, and lays broadloom carpet over padding, using power stretchers and kickers to ensure that carpet is laid smoothly, without wrinkles. The incumbent trims excess carpet from edges of finished areas. This position seams replacement carpeting, joining edges of new material with edges of existing, sound materials, and preseams new carpeting to be laid over large floor areas. This position installs vinyl base to make finished edges around perimeters of carpeting and floor coverings. Incumbent is required to inspect, assess, and identify any and all scenarios and incorporate any and all solutions pertaining to floor prep and installation. This includes but not limited to floor leveling systems, such as Schonox, Schluter systems and any cement based products. Incumbent is required to be able to identify potentially hazardous materials such as asbestos and black mastic or (cutback) adhesive to ensure proper protocol is carried out. Incumbent is required to identify what product has been used on existing surfaces, to insure proper bonding and installation of any and all new floor surfaces to ensure longevity and satisfy any warranty issues.

This position utilizes spuds, shovels, and mechanical carpet/tile strippers to remove damaged and deteriorated carpeting and tile. The incumbent employs standard carpet knives to cut carpet to size, and (pre)seams carpets with seaming tape and seaming irons. The incumbent uses mechanical tile cutters and tile knives to cut floor tile for installation. Ceramic and quarry tile are cut with a circular saw and abrasive blade, or scored with a ceramic tile knife and broken along the score. This position applies mastics and adhesives with notched trowels, and places precut tile and carpet on mastic/adhesive. The incumbent securely imbeds carpeting in adhesives with the use of a 50 lb roller. The incumbent uses hammers and nails or power drills and plastic anchors and screws to secure tack strips. This position uses power carpet stretchers and kickers to stretch carpeting over

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entire areas to be (re)carpeted.

The incumbent provides information required to update building drawings to accurately reflect current status and, as assigned, may assist in the technical training of an apprentice. This position determines inventory requirements for supplies, materials and replacement parts, and notifies supervisory personnel when (re)ordering is necessary. This position operates a motor vehicle to transport tools, supplies and materials to work sites. The incumbent organizes assigned work so as to minimize materials and manhours required for proper completion of work, and instructs others in the operation of and preventive maintenance for all related tools and equipment.

This position maintains the work area, all tools, all equipment, all supplies and any assigned vehicle(s) in a neat, clean and orderly condition and performs all work in accordance with established safety practices. The incumbent must wear MIOSHA approved safety shoes at all times and must wear a hard hat, gloves and safety glasses when using power tools. Other protective gear must be worn as required by MIOSHA rules. The incumbent must wear no loose-fitting clothing which might become entangled in equipment or machinery, posing a hazard to incumbent's safety. This position performs additional duties as requested by supervisory personnel.

QUALIFICATIONS:

The incumbent must be able to read and comprehend written instructions and safety regulations regarding the performance of job duties, and must have sufficient writing and mathematical skills to prepare estimates and supply requisitions. The incumbent must be able to interpret complex blueprints, diagrams, written specifications and operating instructions. Must have the ability to familiarize themselves with electronic communication devices for work orders and other communication. Completion of a registered apprenticeship program, or an established, certified training program recognized by the University and/or written verification of a minimum of five (5) years experience at the journeyman level in the trade is required. Possession of a valid Michigan driver's license is required for operation of any assigned vehicle used to transport tools, supplies, materials, and equipment between work sites.

In order to perform the essential functions of the job, the incumbent must be able to transport boxes of tile weighing 30 lbs each distances of 200 feet or more at least 6 times per day in order to access work sites. The incumbent must be able to transport 12' by 30' rolls of broadloom carpet distances of 20 feet or more with the assistance of two to three (2-3) other tradespeople. The incumbent must be able to raise and pour one gallon to five gallon (1-5 gal) cans of mastics and adhesives, weighing five to 25 pounds (5-25 lbs) four times per day. The incumbent must be able to exert sufficient pressure with a 35 lb walking roller to securely embed carpeting in mastics/adhesive. The incumbent must be able to utilize a kicker, which is usually hit with the knee to exert pressure on and stretch carpet which is being laid.

The incumbent must be able to transport, manipulate and maneuver floor covering materials, mastic/adhesive applicators, seaming irons, and other tools and implements. The incumbent must be able to simultaneously pour adhesives/mastics and manipulate a trowel to spread adhesives/mastics. The incumbent must be able to move a trowel in 180⁰ arcs/semicircles at least 500 times per day to properly apply adhesives/mastics, and other floor leveling materials, and must be able to do so quickly as these substances evaporate and dry rapidly when exposed to air. The incumbent must be able to use carpet and tile knives, spuds, shovels, chippers, seaming irons, stretchers, saws, rollers, and other tools of the trade. The incumbent must be able to work at floor level up to eight hours per day while installing floor coverings. The incumbent must be able to descend to and ascend from floor level as often as 150 times per day.

In order to obtain a valid Michigan driver's license, the incumbent must possess 20/40 vision with or without corrective lenses. The incumbent must possess 20/20 vision with or without corrective lenses and be able to properly place and align floor coverings. The incumbent must be able to accurately identify colors in order to accurately match shades and tones of carpet and tile and accurately match patterns. The incumbent may operate the forklift with proper training and certification.

The incumbent must be able to tolerate exposure to dirt, dust, mildew and dampness, as well as to adhesives and mastics and to synthetic carpet fibers. The incumbent must be able to access and maneuver in restricted spaces in order to install and maintain floor-coverings in elevators, bathrooms and other enclosed spaces. The ability to work with a seaming iron heated to 150⁰ F is required.

A physical examination administered by the employer' s designated physician is required to determine the incumbent's ability to perform the essential functions of the job and/or identify the need for a reasonable job accommodation.