

FURNITURE RESTORATION SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3190(3207)	Furniture Restorer	14	023	6 mo.	04/02/96
1676(3500)	Furniture Restoration Supervisor	14	023	6 mo.	04/02/96

Promotional Line: 94

Series Narrative

Employees in this series perform and/or supervise work involved in the maintenance and repair of furniture and related furnishings.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Furniture Restorer

3190(3207)

Employees at this level perform work involved in the repair and maintenance of furniture, venetian blinds, roller shades, awnings, and related furnishings. They work under direct supervision from a designated supervisor.

A Furniture Restorer typically--

1. performs hand and machine work needed to make, cut, shape, assemble, and finish parts as required for the repair or renovation of furniture
2. operates woodworking machines needed to cut and shape such parts from stock materials
3. finishes and refinishes articles after repairs are completed
4. installs, arranges, and secures springs, padding, and covering material (such as cloth or leather) to frames of chairs, seats, or other fixtures
5. repairs venetian blinds (such as replacement of cords, tapes, and tilting and operating mechanisms)
6. repairs or re-covers awnings
7. makes or repairs roller shades
8. performs related duties as assigned

Level II: Furniture Restoration Supervisor

1676(3500)

Employees at this level supervise the work of furniture restorers. They work under general supervision from a designated supervisor.

A Furniture Restoration Supervisor typically--

1. directs and is responsible for supervising the work of assigned personnel
2. verifies and approves material requisitioned by employees being supervised
3. approves time cards
4. maintains shop records
5. diagnoses faults in machines and apparatus assigned; directs and supervises corrective measures for necessary repair
6. services and maintains tools and equipment
7. assists in all phases of work as necessary
8. performs related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Furniture Restorer **3190(3207)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. four years of experience in the repair and/or upholstering of furniture using hand and wood machine tools and equipment

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to carry out all phases of furniture repair and re-upholstering
2. skill in the use of tools and equipment
3. resourcefulness

Level II: Furniture Restoration Supervisor **1676(3500)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. nine years of experience in the repair and/or upholstering of furniture

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to perform the duties of a furniture restorer
2. skill in the use of tools and equipment

3. supervisory ability

4. resourcefulness