

## **TENTATIVE**

Occ. Code 7120180

### **TRADES SPECIALIST (UPHOLSTERY), GRADE 12**

**New York State Department of Civil Service**

#### **Classification Specification**

#### **BRIEF DESCRIPTION OF CLASS**

Trades Specialists (Upholstery) repair and replace upholstery on furniture and other articles, repair furniture and mattresses, and make other items of fabric, such as cushions, pillows, awnings, drapes, tents, and stage properties and scenery.

#### **DISTINGUISHING CHARACTERISTICS**

A Trades Specialist (Upholstery) is responsible for independently performing journey level upholstery work, including planning and laying out working details; and may be in charge of a small upholstery shop. All positions are in the non-competitive jurisdictional class.

A Trades Specialist (Upholstery) frequently supervises others in this work including semiskilled and unskilled workers.

#### **RELATED CLASSES**

**Date: 9/18**

Maintenance Assistants perform semiskilled maintenance and repair work on structures and equipment, including furniture and upholstery.

Conservators repair and conserve historic fabrics, furniture, decorative objects, artwork, and other artifacts and document their condition and the repair and conservation work performed. Their work requires specialized education and training.

### **ILLUSTRATIVE DUTIES**

Determines condition and repair work needed.

Strips furniture to frames.

Arranges and secures springs, padding, and covering materials to frames.

Makes patterns, lays out, cuts, and sews covering materials.

Applies additional decorative treatments as requested or needed.

Determines quantity of fabric needed and orders fabrics and other supplies.

Constructs and repairs mattresses, pillows, truck seats, cushions, slipcovers, and other objects.

Measures windows and lays out, cuts, and fabricates draperies, awnings, shades, venetian blinds, and other window and decorative treatments.

Fabricates scenery and stage props for theatrical and other entertainment productions.

Lays carpets, linoleum, and rugs and makes repairs to materials in place.

Repairs, refinishes, and polishes exposed woodwork and metal frames.

May supervise unskilled and semiskilled staff.

### **MINIMUM QUALIFICATIONS**

**Non-competitive:** four years of full time experience in upholstering under a skilled journey-level upholsterer which would provide training equivalent to that given in an apprenticeship program. Apprenticeship training in upholstering or training gained by completion of technical courses in upholstering at a school, institute or a branch of the Armed Services may be substituted on a year-for-year basis.

**NOTE:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.