

Summary of Duties: Cleans, repairs, builds, and installs venetian blinds; and does related work.

Distinguishing Features: A Venetian Blind Repairer performs journey-level work in the installation, removal, and repair of venetian blinds. A Venetian Blind Repairer receives assignments in the form of memos and written work orders. An employee of this class receives no technical supervision, but completed work assignments are reviewed for adequacy. A Venetian Blind Repairer may act as a lead worker, assigning and reviewing work of a helper or other employees who assist in the more routine duties.

Example of Duties: Removes dirty, damaged, or deteriorating venetian blinds; disassembles blinds; replaces slats; examines head ceiling rail to see that roller wheels run freely, automatic stop is operative, and tilting device functions properly; examines tilting rail center brace; inspects bottom rail on large blinds to see that roller lifts run freely; checks tape and cord, and replaces them when worn or damaged; reassembles the various parts; acts as lead to a helper engaged in routine tasks such as washing blinds and hanging large blinds; assembles and installs new venetian blinds; takes measurements and makes complete blinds according to required measurements; cuts slats to length and punches out slots with a slat cutting machine, cuts tape and cord to correct length, and installs hardware; drills holes in side walls to attach universal brackets for headpiece; installs completed blinds; positions blinds and checks working parts to ascertain proper functioning;

Makes minor repairs on venetian blinds at installed location including positioning, replacing cord, lubricating gears, and replacing slats; repairs automatic stops and worn gears removed from venetian blinds as nonserviceable; soaks such hardware in kerosene to remove corrosion, files roughened edges, oils and reassembles; may wash dirty blinds; may keep inventory of stock on hand; advises supervisor of anticipated needs; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the methods, practices, and tools used in the assembly, installation, and repair of venetian blinds; a good knowledge of the various types of venetian blinds and of the principles of their construction; a good knowledge of safe practices in the use of scaffolding and ladders; a general knowledge of supervisory principles and practices; a general knowledge of memoranda of understanding as they apply to subordinate personnel; a general knowledge of the laws and regulations related to equal employment opportunity and affirmative action.

The ability to use electric drills and mechanic's hand tools; the ability to determine repairs necessary to venetian blinds, and whether repairs should be made on the site or at the shop; the ability to make

accurate estimates of time and materials required for a job; the ability to determine appropriate stock level of supplies, take inventories, and advise supervisor of anticipated needs; the ability to work with agility and safety on scaffolding and ladders; the ability to lead a helper; and the ability to keep routine clerical records relating to work performed.

One year of full time paid experience in repairing, cleaning, building and installing venetian blinds or three years of full time paid experience assisting a Venetian Blind Repairer in repairing, cleaning, building and installing of venetian blinds.

License: A valid California driver's license and good driving record are required.

Physical Requirements: Strength to perform average lifting up to 35 pounds and occasionally over 70 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided 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.