

**BOARD OF REGENTS  
STATE OF IOWA  
REGENT MERIT SYSTEM**

**Class Title:** Upholsterer

**Class Code:**

5211

**Pay Grade:**

208

**GENERAL CLASS DESCRIPTION:**

Under general supervision, examines, estimates and completes the upholstering of furniture pieces.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Examines torn, worn, or damaged furniture: advises as to fabrics available; suggests appropriate coverings and prepares estimate (materials and labor costs) for the reconditioning of piece(s).
2. Received work orders for furniture pieces to be upholstered; requisitions desired fabrics and materials required; checks invoice with materials received, routes same for payment and arranges for furniture to be delivered to shop or fabrics placed in storage.
3. Removes covering from piece to be repaired; examines padding, burlap coverings, springs, etc; and completes repairs makes necessary replacements.
4. Measures and cuts new covering materials; sews pieces as patterns require and tacks and/or sews covering to frame.
5. Maintains records of job time according to shop area for upholstering and loading completed pieces for return to location.
6. Directs the work of an apprentice upholsterer in the movement of furniture, removing of old coverings, replacing padding and completing like tasks relating to upholstering work.

**KNOWLEDGES, SKILLS AND ABILITIES:**

1. Knowledge of the capabilities and characteristics of materials and the methods and techniques used in upholstering and repairing furniture.
2. Ability to prepare cost estimates for upholstery projects.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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3. Ability to safely and skillfully use and maintain various hand and power tools used in upholstery work.
4. Ability to understand and interpret oral and written instructions.
5. Ability to perform work which requires considerable physical effort.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Three years of experience in craft, including apprenticeship.

**REVISION EFFECTIVE: July 1, 1990**