

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
FURNITURE UPHOLSTERER

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**DEFINITION**

Under general supervision, performs journey level work in the repair or rebuilding of upholstered furniture in a state institution or agency; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Glues, bolts or otherwise fastens or re-fastens furniture components.

Operates a wide variety of power and hand tools, such as lathes, band or table saws, sanders, drill press, rasps, chisels and planes, etc.

Rebuilds, repairs or replaces broken or damaged furniture components, such as legs, back rests, and support braces.

Prepares items of furniture for upholstering by re-tying or replacing springs, repadding arm and backrests or seats.

Upholsters furniture by cutting, sewing and fitting materials of fabric, leather or plastic; glues tacks, staples or otherwise attaches fringe, tape, binding or other trim materials.

Finishes or refinishes wooden furniture parts by painting or varnishing as a part of an upholstery job.

Makes time and material estimates needed to repair or upholster furniture, recommends the quantity and quality of materials to meet specific job requirements.

Makes recommendations regarding the purchase of supplies and equipment for the repair shop.

**COMPETENCIES REQUIRED**

Knowledge of the capabilities and characteristics of materials and the methods and techniques used in upholstering and repairing furniture.

Knowledge of the various power and hand tools required in upholstery work.

Ability to estimate material and time requirements for specific upholstery jobs.

Ability to lay out and execute a journey level upholstery job.

Ability to perform work which requires considerable physical effort.

Ability to understand and interpret oral and written instructions.

Skill in the use of power and hand tools.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

The equivalent of two years of full-time experience in repairing and upholstering furniture;

OR

an equivalent combination of education and experience, substituting the completion of an approved course in upholstering for one year of the required experience;

OR

an equivalent combination of education and experience substituting the completion of an approved apprenticeship program for one year of the required experience.

Effective Date: 11/28/80 CP