



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### UPHOLSTERERS

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Upholsterers-B	V6093B	30	
Upholsterers-O	V6093O	35	
Upholsterers-A	V6093A	40	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Make, repair, or replace upholstery for household furniture or transportation vehicles.

### Nature of Work

Upholsterers make, fix, and restore furniture that is covered with fabric. Those who produce new furniture typically start with bare wooden frames. First, they install webbing, tacking it to one side of the frame, stretching it tight, and tacking it to the other side. They then tie each spring to the webbing and its neighboring springs, covering it with filler, such as foam or polyester batting. Next, they measure and cut pieces of fabric for the arms, backs, seats, sides, and other surfaces, leaving as little waste as possible. Finally, they sew the fabric pieces together and attach them to frames with tacks, staples, or glue, while also affixing any ornaments, such as fringes, buttons, or rivets. Some upholsterers work with used furniture, often repairing or replacing fabric that is in poor condition.

### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

### Basic

- Employees in this Role receive training in upholstery tasks and learn to operate various upholstery machines.

### Recommended Education and Experience for Full Performance

Eighth grade education

### Minimum Qualifications

Eighth grade education

### Operational

- Employees in this Role independently perform skilled upholstery tasks at a state-owned or operated facility or institution.

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- Employees repair upholstery for furniture, wheelchairs, etc., and select proper fabrics; determine materials and supplies needed for projects; provide assistance to less experienced upholsterers and ensure machinery is maintained properly and safety regulations are followed.

### **Recommended Education and Experience for Full Performance**

High School diploma or GED.

### **Minimum Qualifications**

Eighth grade education

### **Advanced**

- Employees in this Role direct an upholstery program and may supervise the work, training, and security of correctional inmates assigned to them and perform skilled or complex upholstery tasks on the most complex projects.

### **Recommended Education and Experience for Full Performance**

High School diploma or GED and six (6) months experience in building, repairing and/or restoring furniture that is covered with fabric or a related material.

### **Minimum Qualifications**

High School diploma or GED and three (3) months experience in building, repairing and/or restoring furniture that is covered with fabric or a related material.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### **Knowledge**

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

### **Skills**

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Active Learning** — Understanding the implications of new information for both current and future problem-solving and decision-making.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Operation and Control** — Controlling operations of equipment or systems.

**Operation Monitoring** — Watching gauges, dials, or other indicators to make sure a machine is working properly.

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**Quality Control Analysis** — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 09/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*