

## Job Description

**Job Title:** Tile Mechanic

**Supervisor:** Carpentry Shop Supervisor

**Pay Grade:** 25

**Job Classification:** Non-Exempt

**Contract Length:** 245 Days

### **Job Summary**

Position is responsible for performing installations and repairs of ceilings and walls requiring brick, tile, block or vinyl.

### **Essential Duties**

1. Removes and installs ceramic floor and wall tile, brick, cinder block and vinyl.
2. Removes and replaces vinyl and ceramic wall base.
3. Repairs old tile, brick and block.
4. Plans all jobs including selection on matching or contrasting tile; orders required materials and tools.
5. Abates asbestos containing materials.
6. Follow regulations for disposal of regulated and unregulated waste.
7. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the Carpentry Shop Supervisor or appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Completion of standard high school or equivalent combination of experience and training. Knowledge of the standard practices, tools, and terminology of tile mechanics. Requires at least two (2) years experience as tile mechanic. Sufficient agility to climb ladders and work in confined spaces above and below ground. Must be able to operate a motor vehicle and possess a valid Virginia Driver's License. Possess or obtain an Asbestos Supervisor Licenses within six months of hire date.

### **Working Conditions and Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead. Exposure to bright/dim lights, dusts and pollen, extreme heat and/or cold, wet or humid conditions, vibration, fumes and/or noxious odors.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside in a school/building environment. The noise level in the work environment is sometimes loud but usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Carpentry Shop Supervisor

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Tile Mechanic will be required to follow any other instructions and to perform any other related duties as assigned by the Carpentry Shop Supervisor or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 08/2020 CR

Updated 03/2026 LS