

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Assistant Foreman – Paint/Glass

**Pay Table:** Support

**Pay Grade:** 13

**FLSA Status:** TBD

**Job Code:** 617

**Reports to:** Paint/Glass Foreman

### **JOB SUMMARY**

Under the general supervision of the paint/glass foreman, the paint/glass assistant foreman completes painting jobs throughout the district, assists with paperwork, and supervises department employees in the foreman's absence.

### **ESSENTIAL JOB FUNCTIONS**

- Prepares and paints walls, ceilings, school lockers, parking lots, and other surfaces.
- Removes graffiti from various surfaces.
- Sprays sealer and finish on new and refurbished materials.
- Coordinates work requests and job sheets with principal or custodian.
- Helps complete work requests and job sheets within the department.
- Reads blueprints and mapping for parking lots, driving ranges and crosswalks.
- Stripes parking lots, driving ranges, curbs and crosswalks.
- Fills out purchase orders.
- Bids out paint and glass jobs.
- Tapes and finishes sheetrock walls.
- Fabricates glass sneeze guards for school cafeteria serving lines.
- Matches and tints paint.
- Keeps track of scaffolding.
- Supervises department employees in the absence of the foreman and assists with other supervisory responsibilities as assigned by the foreman.
- Assists with glass work as needed.
- Encapsulates and removes asbestos as needed.
- Sets up and dismantles sections of scaffolding.
- Installs and repairs window coverings (blinds, drapes, curtains).
- Assists in emergencies--sandbagging, snow removal, etc.
- Meets with contractor.

### **MINIMUM REQUIREMENTS**

- Four (4) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- High School diploma or equivalent.
- Driver's license.
- Journeyman certificate.
- Completion of formal apprenticeship preferred.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Knowledge of painting techniques and various types of paint.
- Ability to match and tint paint.
- Knowledge of asbestos removal techniques and material safety data sheets.
- Ability to tape and finish sheetrock.
- Basic knowledge of glass types and colors.
- Knowledge of material safety data sheets (MSDS) preferred.
- Ability to prepare and/or process purchase orders.
- Ability to maintain inventory and property.
- Ability to use small office equipment and computers.
- Ability to use or repair small and medium equipment and machinery.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a safe, but dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*