

Painter-Lead

Purpose Statement

The job of Painter-Lead is done for the purpose/s of providing painting services with specific responsibility for guiding assigned workers; ensuring completion of projects; identifying repair and maintenance needs; preparing, painting and/or staining a variety of surfaces; ensuring completion of projects in accordance with trade standards; assisting other skilled trades; and ensuring that tools and materials are available at job site.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Coordinates with supervisor, site personnel, other trades, other leads, and outside contractors, (e.g. carpenters, plumbers, etc.) for the purpose of completing projects and work orders efficiently.
- Estimates materials and/or equipment needed to complete work projects (e.g. paint color, type, painting supplies, etc.) for the purpose of obtaining materials and assigning tasks to ensure job completion.
- Informs personnel regarding procedures and/or status of work orders (e.g. updating/closing work orders, etc.) for the purpose of providing necessary information for making decisions, taking appropriate action and/or complying with building and safety regulations.
- Maintains a variety of files and records (e.g. work orders, paint color catalogue, supply lists, MSDS, etc.) for the purpose of providing an up to date reference and audit trail.
- Maintains vehicle, tools and equipment (e.g. paint brushes, rollers, texture tools, ladders, etc.) for the purpose of ensuring availability in safe operating condition.
- Monitors buildings and facilities (e.g. peeling paint, graffiti, etc.) for the purpose of evaluating condition, identifying necessary repairs and recommending preventive maintenance.
- Operates scissor lift and JLG (Boom lift) for the purpose of providing an independent work platform as needed.
- Oversees assigned personnel and the day to day activities and operations (e.g. assigning work orders, ensuring completion of tasks, etc.) for the purpose of providing leadership direction to ensure assignments are completed in a safe, proper and timely manner and maximizing the efficiency of the workforce.
- Paints a variety of surfaces (e.g. buildings, curbs, playgrounds, parking lot markings, gymnasium floors, outdoor furniture, etc.) for the purpose of maintaining facilities in an attractive, safe, and usable condition.
- Prepares a variety of surfaces (e.g. cleaning, sanding, patching, masking, nail holes, cracks, joints, taping, texture, etc.) for the purpose of ensuring that they are ready for painting and/or refinishing.
- Procures equipment and supplies (e.g. paint, graffiti remover, drop clothes, brushes, rollers, etc.) for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.
- Removes graffiti (e.g. cleaning walls, windows, etc.) for the purpose of minimizing vandalism and maintaining attractive facilities.

- Responds to emergency situations (e.g. graffiti removal, etc.) for the purpose of resolving immediate safety concerns.
- Transports a variety of tools, equipment and supplies (e.g. ladders, a-frames, painting tools and supplies, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned (e.g. assist other trades, etc.) for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial painting including air spraying equipment, line spraying equipment, brushes, rollers, ladders, scaffolding, etc.; handling hazardous materials; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods, techniques, materials, tools used in painting; and safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with similar types of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 15% walking, and 75% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience within a specialized field is required.

Education: Targeted, job related education with study in job-related area.

Equivalency: Minimum of four years of journeyman level (apprenticeship program) experience in the painting field or at least eight years of increasingly responsible painting work, including a wide variety of skilled trade work with some experience in the direction of maintenance.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

56