



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: PAINTER, FOREPERSON
REPORTS TO: Maintenance & Operations Officer **SITE:** District Office - M&O
CLASSIFICATION: Classified Bargaining Unit **WORK YEAR:** 12 Month
SALARY: Range 257 – Classified Salary Schedule
APPROVED BY THE BOARD OF TRUSTEES: October 23, 2014

JOB SUMMARY:

Under general supervision perform journey level surface preparation and painting work; prepare all types of surfaces for painting, putty and plaster holes in walls apply paint and other protective coatings by brush, roller, or spray; train new employees; assign work tasks, and oversee completion of painting work in a lead capacity; participate in evaluating the performance of painters; and perform other related duties as assigned.

CLASS CHARACTERISTICS:

Positions in this class have lead responsibility for assigning work tasks to a work crew, inspecting completed work, and training new workers. In addition, lead workers are expected to perform the full range of duties assigned to Painters. Employees in this class are expected to use initiative to set work priorities, schedule tasks, and respond to special requests for painting services.

ESSENTIAL FUNCTIONS:

1. Prepare various surfaces for painting such as wood, concrete, metal, glass, plaster, brick and cement by sanding, scraping, burning and washing; operate equipment and tools for removing paint; patch damaged surfaces with plaster, stucco, masonry, sheet rock, wood and other materials.
2. Plan, organize and layout assigned tasks; perform painting in compliance with building, health and safety standards; drive and maintain a District vehicle.
3. Paint District buildings, facilities and equipment to maintain proper appearance and protection from rust and decay; cover or remove graffiti from walls, doors and windows; utilize chemicals as needed.
4. Make cost and time estimates and order materials needed.
5. Erect, move and work from ladders, scaffolding, boom lifts and platforms.
6. Mix and match paint; apply primers, paint, stains, varnishes, and other protective coating material by brush, roller, or spray applicator.
7. Lead a crew of Painters; assign tasks and inspect work upon completion; work on the most complex painting jobs; ensure daily work assignments and special assignments are completed satisfactorily.
8. Communicate with school site staff to review work plans, assess priorities, and resolve minor employee relations problems involving painting workers.
9. Drive and maintain a District vehicle.
10. Assist in performing other maintenance tasks.
11. Remove asbestos per Asbestos Hazard Emergency Response Act (AHERA) requirements.
12. Create and process reports accurately, and generate periodic report adequately.
13. Review and check work projects for proper completion and sign off on completed work projects/orders; maintain computerize work order request and update status.

Employment Standards:

- Candidates must be able to perform essential duties 1- 13 with or without reasonable accommodation.
- Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

EDUCATION/TRAINING EXPERIENCE:

- High school diploma or equivalent.
- Formal apprenticeship program in the painting trade.
- Three (3) years of experience performing journey level painting work.
- Certification in Lead Abatement within six months of employment.
- One year of experience in a lead capacity is desirable.

KNOWLEDGE OF:

- Methods, procedures, materials and equipment used in commercial buildings and facilities.
- Qualities of various paints and materials and their adaptability and use on various surfaces.
- Proper methods of storing equipment, materials and supplies.
- Work hazards and safety practices including OSHA regulations associated with the use of paints, primers, varnishes and other toxic materials.
- General principles of employee supervision.
- District's online work order system (School Dude).

ABILITY TO:

- Determine quantity of material needed to perform painting jobs.
- Select the best methods, techniques and materials to repair damaged surfaces.
- Select the appropriate painting products to perform a painting job.
- Mix and match paints.
- Observe health and safety regulations; work safely on ladders, scaffolds, railings, and roof of varying heights.
- Set work priorities and work independently.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- Observe legal and defensive driving practices.
- Maintain routine records related to work performed.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.
- Speak, read and write in English.
- Evaluate situations and use good judgment in taking action.
- Demonstrate proper work methods and evaluate work performance.
- Manage several tasks simultaneously.
- Respond appropriately to work requests placed by school site administrator.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor environment.
- Driving a vehicle to conduct work.
- Regular exposure to fumes, dust and odors.

HAZARDS:

- Regular exposure to vapors from paints and solvents.
- Working at various heights.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate painting tools and equipment.
- Standing for extended periods of time.
- Color vision to distinguish paint and stain colors, tones, and match.
- Vision sufficient to read fine print on paint cans and see small objects.

- Hearing sufficient to hear conversation and to hear sound from machines and equipment.
- Speech and hearing sufficient to receive instructions and relay information.
- Physical stamina sufficient to reach overhead above the shoulders and horizontally, agility to walk, bend at the waist, kneel or crouch, stoop, climb on ladders, and to crawl in small places.
- Strength sufficient to lift, carry, push and pull objects and equipment weighing up to 50 lbs., and move up to 75 lbs., using a dolly or hand truck.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License and insurability to drive a District vehicle.
- Must successfully pass the District's pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District's pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.