



Date Adopted: 4/6/10

Range:

Classified: CSEA

Job Description

LEAD MAINTENANCE – PAINTER

BASIC FUNCTION

Under direction; plan, lead and organize a variety of skilled work in the preparation of surfaces for painting and the application of paints or other surface coatings; paint the interior and exterior of various District buildings and facilities; lead and implement on-the-job training, work schedules, and programs; perform skilled painter's work.

MAJOR DUTIES AND RESPONSIBILITIES (may include, but not limited to the following)

- Plan, organize, and lay out assigned tasks.
- Receive and prioritize work orders.
- Estimate time, labor and material costs and establish completion timelines within budgetary guidelines.
- Assign tasks and dispatch personnel to appropriate locations to perform work.
- Analyze work to be completed and perform cost comparisons.
- Prepare and maintain a variety of automated and/or manual files and records including work orders, progress reports, inventory and control; prepare reports.
- Implement on-the-job training; provide work direction and guidance to assigned personnel.
- Instruct personnel in safe work habits and ensure compliance with safety rules and procedures.
- Prepare rooms for painting and finishing.
- Prepare and paint the exterior and interior of various District buildings and facilities including the painting of walls, windows, trim, doors, ceilings, cabinets, furniture and other surfaces.
- Repair and/or finish drywall construction.
- Use brush, roller, airless sprayer, and other tools and equipment to apply undercoats and finish coats of paint and finishes onto a variety of surfaces.
- Mix and match paints and finishes.
- Refinish furniture, doors, lockers and general equipment.
- Paint traffic markings and letter signs utilizing a line-marking machine.
- Measure and lay out parking lots, playgrounds and safety lines.
- Erect rigs and move scaffolds and platforms.
- Prepare wood and metal surfaces for painting and finishing by sanding, scraping, burning, sandblasting, washing, dusting, filling and taping.
- Apply primer and finish coat with brushes, rollers and spray machines.
- Inspect, monitor and verify work performed by personnel and outside contractors to assure compliance and completion within appropriate standards and regulations.
- Maintain tools and equipment in safe, clean, and orderly condition.

- Order and maintain accurate inventory of supplies, equipment, tools and materials.
- Communicate with District administrators, personnel and outside organizations to coordinate activities, exchange information and resolve issues or concerns.
- Review, maintain and submit records regarding time and materials expended on projects.
- Drive to various District sites to conduct work.
- Assure compliance with environmental, health and safety codes and standards.
- Conduct training for proper handling, storage, and disposal of generated hazardous waste; and maintain records mandated by State and local governments concerning such hazardous waste.
- May be required to work evenings and weekends in an emergency.
- Other related work as required.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of training and providing work direction to others.
2. Federal, State, County and local codes, laws and ordinances.
3. Occupational hazards and the various safety regulations, codes and precautions.
4. Methods of preparing a variety of surfaces for painting and finish work.
5. Inventory methods and techniques.
6. Proper methods of storing equipment, materials and supplies.
7. Requirements of maintaining school buildings in a safe, clean and orderly condition.
8. Safe operation and standard practices, methods, materials, tools and equipment.
9. OSHA safety standards.

Ability to:

1. Independently oversee, plan and organize work and on-the-job training.
2. Make accurate estimates of time and materials needed for projects.
3. Plan, layout, coordinate, schedule and inspect the work of others.
4. Monitor the progress of work projects.
5. Select and safely use a variety of specialized tools, equipment, materials and technology used in the preparation and painting of a variety of surfaces.
6. Erect and work from scaffolding, riggings, platforms and ladders.
7. Understand, apply and explain trade safety standards and procedures.
8. Maintain records and files, and be able to prepare complete and concise reports.
9. Communicate to resolve problems.
10. Operate a computer and related software.
11. Establish and maintain cooperative and effective working relationships.
12. Maintain current knowledge of technological advances in the field.
13. Work effectively as a team member.
14. Meet schedules and timelines.
15. Apply policies and procedures.
16. Understand and carry out oral and written directions.
17. Communicate both orally and in writing in a clear and concise manner.

EXPERIENCE

Four (4) years of journey-level experience as a painter is required.

EDUCATION

High School Diploma or equivalent is required.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Successful completion of the District's basic skills test. Valid California Drivers' License and evidence of insurability.

WORKING CONDITIONS

Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position will include indoor, outdoor and shop work environments.

Physical Abilities:

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. The employee must be able to:

- Lift, carry, push and/or pull items up to a maximum of 60 pounds with a strength factor of heavy work.

- Hear and speak to exchange information in person or on the telephone.

- See to read a variety of materials and fine print.

- Color vision.

- Possess dexterity of hands and fingers to operate equipment.

- Stand, walk and crawl.

- Bend at the waist, kneel or crouch.

- Sit or stand for extended periods of time.

- Reach horizontally and above shoulders.

- Work on at heights and in confined spaces.

- Climb a step stool/ladder, scaffolding and riggings.

- Drive a car, pickup truck and/or other related vehicle.

Hazards:

Working with machines, tools, electrical equipment, and chemicals. Working in cramped or restrictive areas; working at heights, on ladders or scaffolding. Contact with abusive or dissatisfied individuals is possible.