

Job Description

Job Title: **Painter**
 Job Family: **Technicians/Trades/Maintenance**
 Pay Program: **Classified**
 Prepared/Revised Date: **September 2015**

Job Code: **1463**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 23**
 Typical Work Year: **12 months**

SUMMARY: Repair, prepare, condition and maintain all interior and exterior painted surfaces in District facilities. Duties also include entering and maintaining data on the computer, attending meetings, responding to after hour requests, ordering and transporting materials and equipment and supervising outside painting services.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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 accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform preventative maintenance painting on all interior and exterior painted surfaces of District facilities. Repair and prepare surface for painting.	D	55%
2. Perform service requests for enhancement painting including remodeling or standardizing. Mix and match paint colors to necessary colors.	M	20%
3. Develop, maintain and input data into the computer to produce estimates, audit completion contracts, identify colors and products, order materials, revise and update technical guidelines, develop mapping and maintain District colors and coating system.	W	13%
4. Attend paint and safety meetings.	W	3%
5. Order materials and transport equipment to and from job site.	M	3%
6. Supervise outside painting services for District.	M	3%
7. Perform other job-related duties as assigned.	Ongoing	3%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Vocational school or short-term courses in commercial and residential painting.
- Minimum of three years of experience in painting commercial, residential and occupied areas.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Advanced residential and commercial painting skills.
- Knowledge of scaffolds, ladders and paint sprayers.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of scaffold, ladders, tri-polymers and paint sprayers.
- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of automated scheduling system required within 9 months after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facilities Maintenance Asst Director	040701

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- May direct Custodians and/or volunteers in proper painting procedures as needed.
- May direct and oversee outside painting services.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for ordering and purchasing materials using the District credit card and properly documenting those purchases.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell				X

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds			X	
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate			X	
Copy			X	
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	