



Columbia County School District Job Description

Position Title: Painter – Head		
Department: Facilities, Maintenance & Operations	Evaluation Instrument: Performance will be evaluated annually by the Chief Facility Officer in accordance with Policy GBI- Evaluation of Personnel	
Pay Grade: General Services Salary Schedule, Grade K	Pay Type: Non – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Facility Officer		
Supervises: Painters		

MINIMUM QUALIFICATIONS

Education: High School graduate or equivalent.

Essential Knowledge/Skills: Extensive knowledge of the following areas: both interior and exterior paints and primers, surface preparation, stains, caulks, mechanical equipment, paint sprayers, pressure washers, fans, ladders, mechanical lifts, scaffolding, and paint failures; Must understand safety and OSHA regulations for paint fumes and ventilation practices; Must have basic computer skills; Must be able to make repairs and do preventive maintenance on all the components that make up paint related equipment; Must be able to read and interpret building blueprints and paint schedules; Must be able to follow oral and written directions with minimal to no supervision or work as part of a team; Requires regularly lifting, carrying or transferring of 60lbs and occasional lifting and/or moving of 100 pounds; continuous standing, walking, squatting, bending, twisting, pushing, pulling, reaching with hands and arms; using hands and fingers to operate objects, tools, or control; Must be capable of working off ladders of different type, lifts, and must not be afraid to work at different heights; May be subject to noise, vibration and temperature changes.

Experience: Must have three (3) years supervisory experience and four (4) years of experience in all aspects of commercial and industrial painting, preferably in a school system or any combination of technical training and experience.

GOAL

This is a working supervisor’s position and requires actual painting duties. Provides input into the planning and scheduling of all painting projects and must be able to keep all painting projects on schedule.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Must work independently and cooperatively within the team
- Must be able to follow oral and written directions with minimal to no supervision and makes appropriate decisions with routine tasks.
- Follows all general personnel procedures and guidelines, including safety, as set forth in the FMO Employee handbook.
- Maintains the schools / facilities to the FMO Maintenance Standards and Paint Standards as specified in the FMO Employee Handbook.
- Must provide assistance, guidance, support, and training to the Painters as required.
- Must be able to order paint supplies in writing per FMO procedure, as required. Adequate inventory must be maintained at all times to perform tasks efficiently.
- Must maintain an accurate logbook, by school, identifying paint colors and numbers.
- Must keep assigned vehicle clean, organized, and well equipped at all times.
- Must be able to schedule paint activities for the paint staff on a weekly basis.

- Ensures the paint staff is staying on the schedule provided and that all schools / facilities are painted within the allotted timeframe.
- Ensures the yearly paint schedule (number of schools / facilities painted per year) are completed within the fiscal year timeframe.
- Must maintain an accurate floor plan of what areas of the school have been painted to date and submit weekly to the Executive Director of FMO.
- Submits changes / updates for the Facilities Book each week after projects are completed on the paint schedule or in the computerized work order system.
- Must be able to interpret manufacturer's recommendations when using a specific product.
- Ensures that the paint staff applies primer and paint to various surfaces using a brush, roller, or sprayer.
- Ensures that the paint staff correctly prepares the surface to be primed or painted.
- Ensures that the paint staff is able to apply paint to various surfaces using a brush, roller, or sprayer.
- Ensures that the paint staff performs general cleanup of rollers, brushes, and spray equipment daily.
- Ensures that the paint staff uses grinders, sanders, and power tools correctly and safely to prep surfaces for painting.
- Ensures that there are minimal disruptions of the school's daily activities.
- Ensures that if furniture is moved, it is returned to the original location.
- Responsible for facilitating a safety meeting during the first week of each month with the paint staff per procedure.
- Must maintain cooperative-working relationships with those contacted in the course of work activities.
- Must maintain accurate files, records, and reports on file.
- Must be able to multi-task with a very high efficiency.
- Assists the Executive Director of FMO with maintaining the 8-year Facility Plan.
- Monitors the work order system as needed to view work orders, make notes, review areas of concern, and addresses with the paint staff.
- Follows work schedule and specific instruction as directed by the Executive Director of Facilities, Maintenance, and Operations.
- Ensures that the paint staff makes repairs to vandalism and graffiti damaged property immediately throughout the course of the year.
- Must perform duties according to the FMO Employee Handbook and the FMO Maintenance Standards and Paint Standards without controversy or insubordination.
- Ensures that the painters perform their duties according to the FMO Employee Handbook and the FMO Maintenance Standards and Paint Standards while maintaining professional behavior at all times.
- Must accurately complete and submit all assigned paperwork on time to the Executive Director of FMO per procedure.
- Ensures that the painters respond to all emergency paint requests as assigned by the Executive Director of FMO.
- Assists with any emergencies that occur on a system-wide level.
- Must understand safety principles and procedures and apply them in the workplace.
- Performs all other related or unrelated tasks as directed by the Executive Director of Facilities, Maintenance and Operations with a positive attitude.

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: December 2015