

Painter Foreman

Job Code: 1820

Salary Grade: S10

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Responsible for the supervision of employees who perform inspections, maintenance, refinish and repair of campus structures and the repair and maintenance of paint shop equipment.

- Responsible for directing, assigning, and scheduling duties to subordinate personnel. Responsible for hiring, training, evaluating, reprimanding, and terminating employees.
- Responsible for all requisitions and accounts for all paints, materials, supplies, and equipment to be used on assigned work orders.
- Calculates amounts of required materials, estimates costs for each job, lays out sketches, creates material lists, and prepares specifications.
- Responsible for inspecting all facilities after job completion. Inspects facilities needing repair and preventive maintenance and makes recommendations to management. Ensures each project is completed in a timely manner and within budget.
- Prepares layouts and sketches specifications on blueprints, drawings, or diagrams for each remodel and new construction project. Ensures the correct materials are used and safety procedures are followed.
- May clear ice and snow from sidewalks, streets, and parking areas using hand tools and/or heavy equipment.
- Performs various duties as needed to successfully fulfill the functions of any site support position to include assisting any skilled trade.

Minimum Qualifications

Education:

Required: High School diploma or GED.

Experience:

Required: 72 months experience as a Journeyman level painter, including 24 months of the 72 months experience as a supervisor.

Certifications or Licenses:

- Trade school certification
- Valid Oklahoma Driver's License in order to drive University vehicles or ability to obtain within 30 days from hire date

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of principles and theory in the safe operation of all equipment
- Advanced knowledge of mixing paints, varnishes, and other additives
- Advanced knowledge of design techniques in order to create blueprints, drawings, and schematics
- Ability to read, understand, and implement more complex written procedures, specifications, and blueprints
- Ability to estimate time, cost, resources, and materials needed to complete the job
- Ability to train and lead employees
- Ability to communicate verbally and in writing

Working Conditions

Physical:

Repetitive wrist and arm movement. Holding heavy equipment. Perform duties using scaffolds and ladders. Frequent and repeated bending, stooping, and kneeling. Working with arms extended above head. Frequent lifting and carrying loads in excess of 50 pounds, up or down stairs. Ability to distinguish colors.

Environmental:

Regular exposure to odors and fumes. Regular exposure to safety hazards. May be designated as an essential position during emergency closures. May be required to remain on campus overnight during weather or other emergencies.

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