Head Painter

Job Code 00007211

**General Description**
Responsible for performing and overseeing skilled work in painting University buildings, fixtures and equipment, furniture and facilities.

**Examples of Duties**
- Check work orders to determine type of job and location.
- Estimate materials needed for each job.
- Gather all materials needed for each job.
- Mix paint to acquire proper matching color.
- Prepare area to be painted to ensure quality of work.
- Cleanup of area by removing materials and supplies.
- Paint area using brush, roller, spray gun and spray can.
- Sand walls and furniture.
- Complete work order form on jobs completed.
- Drive university vehicle to get to the job site and to get materials to the job site.
- Answers telephone and take messages.
- Varnish doors and furniture using brush and/or spray gun.
- Paint signs by using stencils and spray paint.
- Fill in time sheets by writing in hours worked and on leave.
- Fill work vehicle with gas.
- Perform other duties as assigned.

**Knowledge, Skills, and Abilities**
**Ability to:** Understand policies and procedures, work orders, and memos; operate equipment; write memos, time sheets and work orders; perform basic math.

**Skill in:** Working as a team member on most tasks of job; explaining work problems to supervisor.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**