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