

# Job Description

Position Title: Painting Trades Specialist 4

Job Family: Facilities

Job Type: Support & Service -Senior

FLSA Status: Non-Exempt

Salary Grade: 04

## Position Summary:

The Painting Trades Specialist 4 leads the paint crew in applying finish coatings to interior and exterior building surfaces and structures. Trains crew members in new painting methods and techniques. Estimates project requirements, orders paint and tool supplies, and manages shop inventory. Assists with the supervision and daily operations of the paint shop and coordinates activities with related personnel. Prepares schedules, inspects departmental work, and communicates with customers to ensure project needs are met.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees paint projects and serves as lead worker for project crew. Assists supervisor with paint shop oversight and personnel management.
2. Estimates project costs for labor and materials within established budget constraints.
3. Ensures inventory of or purchase of required specialty tools and materials.
4. Prioritizes and schedules painting work. Provides schedules and updates to supervisor.
5. Trains paint crew on new products and paint application techniques.
6. Monitors work of painters to guarantee a consistently high-quality finished product.
7. Ensures paint department is up to date with Personal Protective Equipment (PPE), safety procedures, and compliance requirements, including any necessary certifications.
8. Coordinates paint projects with customers, paint representatives, and project managers.
9. Follows departmental requirements for notifying stakeholders of pending work in their areas.
10. Provides a safe work environment for team members and surrounding personnel.
11. Inspects the work of painting contractors and advises project managers regarding contracted work.
12. Leads a team of individuals with varied expertise to success in a variety of circumstances.
13. Uses computers, tablets, and office equipment, and adapts to new software programs required for daily operations.
14. Submits monthly expense reports and maintains an accurate daily log of labor hours in a computerized maintenance management system.

15. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in independent decision making
4. Skill in performing a variety of duties, often changing from one task to another of a different nature
5. Skill in problem solving
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
- Vocational or technical training in painting.
- Five (5) to eight (8) years of related journey level trade experience required.

- Eight plus (8+) years of related journey level trade experience preferred.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-Employment Background Check
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours