



DATE ISSUED: 06/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Lead Painter

JOB SUMMARY

Performs skilled work in the painting of buildings, fixtures and equipment. Work involves preparation of various types of surfaces for painting and the application of paint by use of spray guns, rollers or brushes. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Assistant Supervisor, Building Maintenance

Supervises: Painter I, II

PRIMARY DUTIES - May include, but not limited to the following:

Prepares surface for paint by scraping, sand papering and cleaning.
Applies paints and other finishes with brushes and spraying equipment.
Mixes and matches paints, varnishes, lacquers and shellacs.
Refinishes and restores interior and exterior painted surfaces.
Follows prescribed health and safety requirements.
Prepares cost estimates for projects involving painting and recommends cost savings.
Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

Transports material and supplies to the work site.
Maintains condition and repair of equipment.

Repairs plastering and fills holes in sheet rock.
Performs other duties as requested.

EDUCATION

Completion of the tenth grade required. High school diploma or equivalent preferred.

EXPERIENCE

Two years journeyman experience as a painter. Job-related vocational training or other education may substitute for the required experience on a year-for-year basis.

REQUIREMENTS

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the university.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Knowledge of the standard methods, practices, tools, equipment and materials of the painting trade.

Knowledge of the hazards and safety precautions of the trade.

Ability to use trade related equipment including paint sprayers, high pressure washers, paint mixers, respirators and water / chemical proof suits.

Ability to use tools such as a paint brush, roller, scraper, taping and bedding tools, extension poles and stilts (optional).

Ability to communicate orally and deal with the public.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; hold; kneel; crawl; stoop; twist; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; climb ladders over 6 feet and work out of high lifts and

/ or scaffolding, talk or hear. The employee must have the ability to occasionally lift and/or move up to 60 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. The noise level is usually moderate to loud. Exposure to any number of elements but none present to the extent of being disagreeable. May be required to work in conditions including cold, heat, temperature swings, noise, outdoors and indoors, around mechanical, electrical, fume/odor, dust/mites, chemical and toxic waste hazards. May be required to work in locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

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All positions at Texas Woman's University are deemed security sensitive requiring background checks.