

JOB DESCRIPTION

(Classified Employee)

Job Title: Painter Supervisor

Date: June 1986

Job Code: 1019

Statement of the Job

Employee oversees skilled maintenance and repair work within the painting trade and is responsible for supervision of all paint shop personnel. Work requires initiative and judgment.

Duties of the Job

1. Supervises other regular employees, including other supervisors in the paint shop; duties include planning, scheduling, organizing and directing work, training personnel, and recommending applicants for employment or for discipline, termination or retention.
2. Teaches and enforces safety regulations.
3. Monitors jobs to insure quality and compliance with job standards.
4. Estimates cost of various jobs.
5. Analyzes service requests to determine proper skills, materials, tools, methods, time and personnel requirements.
6. Investigates employee injuries and assists in preparing injury reports.
7. Orders and purchases tools, equipment and supplies.
8. Maintains records of jobs performed, departmental charge codes and hours worked by employees.
9. Recommends improvements, changes or new techniques and procedures.
10. Insures proper equipment and supplies are available in the stockroom to complete a variety of jobs.
11. Coordinates activities with other trades areas on jobs requiring joint services.
12. Operates specialized equipment and tools.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The University may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

JOB SPECIFICATION
(Classified Employee)

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Wage Grade: U

Total Points: 454

FACTOR	DEGREE	POINTS
1. Knowledge and Skills Specialized knowledge to analyze and solve complex problems.	5	180
2. Effort I. Mental and Visual Effort Concentrated, exacting mental and visual effort to plan and perform complex work. II. Physical Effort Light physical effort or significant manual dexterity.	5 2	40 20
3. Responsibility for Cost Control Concentrated effort and high degree of skill required to effect cost savings and control large expenditures.	5	40
4. Responsibility for Others I. Injury to Others Sustained high degree of care and awareness is required to prevent physical injuries. II. Supervisory Responsibility Supervises other supervisors. III. Sensitive Information and Records Significant discretion in creating, processing and control of highly sensitive information.	4 5 5	32 40 40
5. Working Conditions Frequent exposure to several adverse stimulations or to one which is particularly disagreeable.	3	30
6. Responsibility for External and Internal Relations Frequent important external and/or internal contacts.	4	32