

# JOB DESCRIPTION TEMPLATE



**Position/Title:** Painter **Dept./School:** Facility Services

**Pay Grade:** PG 408

**Reports to:** Structural Foreman **Date:** May 5, 2016

**Incumbent:** \_\_\_\_\_ **Supervisor:** Scott Wiseman

## Function and Purpose of Position

Under the supervision of the structural foreman the painter is responsible for the daily execution of duties as assigned by organizing, scheduling, carrying out and monitoring the completion of the work in his/her area of responsibility. The painter is responsible for all aspects of the painter trade.

**Activity A:** 70 %

Carry out all routine in-house maintenance, preventative maintenance programs, emergency, minor maintenance and special projects as assigned by the structural foreman.

**Activity B:** 5 %

Perform all aspects of the painter trade in accordance with standard trade practices, standards and building codes; organize the selection, drawing and delivery of materials and special equipment to the work site; prioritize, coordinate and schedule assigned work with building occupants and other trades and/or contractors for optimum efficiency and minimum disruption in the schools.

**Activity C:** 10 %

Prepare and/or complete administrative documentation associated with timekeeping, work order system, and material and special equipment requests. Catalogue paint colors used by Facility Services and Contractors.

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**Activity D:** 10 %

Work with other Facility Services personnel, specialized trades and contractors in the design of specialized maintenance work and projects.

**Activity E:** 5 %

Carry out assigned inspections and investigate problems, provide solutions, prepare reports, sketches, and detailed estimates; during normal daily routine identify problems and report them to the appropriate foreman.

### EDUCATION AND EXPERIENCE

- a) Education:
- i) High School diploma
  - ii) Current Alberta Journeyman Painter Certificate
- b) Experience:
- i) Minimum of one years experience in the trade after completion of apprentice training preferable in maintenance in an institutional or commercial setting.
  - ii) Additional experience in related trades a definite asset.
  - iii) Trained in WHMIS procedures.
  - iv) Must possess a valid Alberta's Drivers Licence and meet requirements of the Elk Island public Schools Vehicle and Equipment Operating Manual.

Equivalencies will be considered.

### KNOWLEDGE, SKILLS AND ATTITUDES

- Ability to work with little or no supervision.
- Comprehensive knowledge of all building and fire codes.
- Comprehensive knowledge of Occupational Health and Safety codes and Workers' Compensation regulations.
- Ability to prioritize, plan and schedule multiple work tasks.
- Ability to supervise contractors and other staff.
- Some knowledge of building construction and maintenance practices and procedures.

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- Detailed knowledge of all paint and stain products to ensure safety and proper application.
- Ability to liaison with school administrative staff.
- Ability to respond to and correct emergency situations.
- Ability to track and record work and prepare reports.
- Ability to operate specialized equipment such as fork lift, spray paint equipment and man lift.

### **DECISION MAKING**

Ability to apply knowledge of principles, guidelines, concepts, and procedures.

### **WORKING WITH OTHERS**

Contacts:

- Employees in the same department/school.
- Employees in another department/school.

Purpose of Contact:

- Exchange of factual or everyday information
- Explanation of information or ideas
- Discussion of problems with a view to obtaining consent or cooperation

### **PHYSICAL DEMANDS**

- Intense concentration (visual, listening, mental).
- Some lifting, carrying, climbing and standing.
- Other heavy physical effort.
- Physical effort to climb stairs, ladders, and access awkward places plus personal protective equipment, when needed.

### **WORKING CONDITIONS**

- Working at heights – ladder, scaffolding, roof, manlifts, etc.
- Driving company vehicle to and from job sites.

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### ADDITIONAL INFORMATION

Must possess a valid Alberta's Driver's License and meet the requirements of the Elk Island Public Schools Vehicle and Equipment Operating Manual.