

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

PAINTER (LEADMAN)

SALARY SCHEDULE: SSP10 + Lead %

COST CENTER: FACILITIES SERVICES DEPARTMENT (9029)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of four (4) years experience as painter / foreman.
- (3) Current state of Florida Commercial Driver's License (CDL) Class "D".

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of SPA and OSHA rules and regulations. Leadership skills. Ability to evaluate painters' work. Organizational skills and the ability to coordinate work. Possess time management skills. Knowledge of procurement procedures. Ability to plan, organize and prioritize activities related to assignments. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Trade Manager, Facilities Services

JOB GOAL

To provide for professional painting services to facilities in an efficient and cost-effective manner.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Direct daily service of all paint jobs.
- * (2) Schedule contractor's time to get jobs completed at school sites.
- * (3) Assess all paint projects.
- * (4) Process paperwork, work orders, purchase order requests and billing from contractors.
- * (5) Schedule all work with each cost center.
- * (6) Evaluate painting needs District-wide.
- * (7) Interact with job-site personnel as needed.
- * (8) Evaluate contract service jobs and sign off on completion.
- * (9) approve invoices submitted by contractors.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.
- * (14) Maintain confidentiality regarding all school matters.
- * (15) Maintain positive relationships with staff and vendors.
- * (16) Participate in workshops and training sessions as required.
- * (17) Communicate effectively with staff and vendors.
- * (18) Respond to inquiries and concerns in a timely manner.
- * (19) Prepare all required reports and maintain all appropriate records.
- * (20) Follow all School Board policies, rules and regulations.

PAINTER (LEADMAN) (Continued)

- *(21) Exhibit interpersonal skills to work as an effective team member.
- *(22) Demonstrate support for the School District and its goals and priorities.
- (23) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities