

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Maintenance Painter Foreman		Class Code: 004HC1
	FLSA Status: Non-Exempt	Salary Schedule: LTC 1	Effective Date: 11-7-14
	Summary: Incumbent is responsible for a full range of painting and refinishing projects at a state facility.		

Duties:

- Supervises a crew of skilled painters and support laborers assigning work and inspecting it regularly Supervises the process of mixing and matching paints;
- Inspects unfinished surfaces for cleanliness and readiness for painting or refinishing;
- Estimates needs for a job and requisitions, secures and transports materials and equipment to job site;
- Maintains work order log, schedules work, keeps time records of crew and submits time reports;
- Provides on-the-job training for unique or special jobs such as paper hanging, caulking, minor carpentry or masonry, etc;
- Participates in all phases of painting including preparing surface, erecting necessary equipment and painting and refinishing surfaces;
- Amends work plans as needed to efficiently complete projects;
- Ensures that all safety precautions and practices of trade are followed by crew;
- Performs related duties as required.

Job Requirements:

- Thorough knowledge of standard practices, processes, materials and tools of the trade and of paints, varnishes, stains, shellacs, enamels, solvents and other painting and materials;
- Thorough knowledge of the occupational hazards and safety precautions of the trade;
- Thorough knowledge of the qualities and adaptabilities of various surfacing materials and methods of preparing various surfaces for finishing;
- Ability to plan and estimate proposed projects in terms of material, man hours and costs;
- Ability to obtain and hold a valid driver's license;
- Ability to layout, assign, schedule and supervise the work of skilled painters.

Difficulty of Work:

Work involves standardized procedures and tasks requiring practical application of routines and techniques. Incumbent must have knowledge of a variety of tools used in the completion of painting and wallpapering. Incumbent works without technical assistance and assignments are general in nature.

Responsibility:

Incumbent is responsible for all painting and refinishing projects at a state facility. Incumbent works independently in planning and laying out work for subordinates receiving only general instructions as to which structures or surfaces should be painted. Incumbent follows standard trade practices and amends instructions as appropriate to ensure satisfactory and efficient completion of projects. Incumbent is also responsible for ensuring that all safety precautions are followed to protect buildings and equipment.

Personal Work Relationships:

Incumbent interacts with other employees of the agency to give and receive information and instructions necessary to provide service. Daily contacts are maintained with the supervisor and coworkers. Contact may also be with vendors to secure paint and materials.

Physical Effort:

Work involves continuous standing, climbing and stooping with heavy lifting of equipment periodically required. Some projects require working for several hours with arms over head and continual arm movement.

Working Conditions:

Work is performed both indoors and outdoors although outdoor work is not performed in severe weather. Work is occasionally performed at dangerous heights and incumbent is frequently exposed to unpleasant odors from paints and other liquids, some of which are toxic or flammable.