



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Painting Technician**
Job Family: **Maintenance**
Prepared/Revised Date: **January 29, 2020**

FLSA Status: **Non-Exempt**
Pay Range: **MT25H**
Job Code: **62402**

SUMMARY: Repair, patch, condition and prepare surfaces for painting. Paint interior and exterior surfaces of District buildings and furnishings. Schedule daily work and remove graffiti as needed. Work with and direct work of temporary and seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Perform preventative maintenance painting on all interior and exterior painted surfaces of District facilities. Repair and prepare all types of surfaces for painting.	D	55%
2. Schedule school classrooms and halls for re-painting in coordination with site principal and building staff. Communicate with principals and building staff about immediate painting needs. Ensure a safe working environment for employees and students during the painting process.	D	15%
3. Mix and match paint colors and tints, estimate painting supplies needed for each job and determine what type of materials and equipment are needed to complete jobs. Transport material, supplies and equipment to job sites.	D	8%
4. Attend work and arrive in a timely manner.	D	1%
5. Maintain and input data into the maintenance computer system to produce estimates, make orders, identify colors and products, and maintain tracking system for District colors and coating system.	W	5%
6. Finish new cabinets and carpentry work in coordination with district carpenters.	W	4%
7. Follow up with departments and schools and provide touch-up painting as necessary.	W	5%
8. Review the application of different types of paint and their uses in different school environments. Monitor VOCs for maintaining healthy schools.	M	2%
9. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure.	A	1%
10. Coordinate seasonal employees	Seasonal	2%
11. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in commercial and residential painting
- More than three years and up to and including five years of experience in painting commercial, residential and occupied areas

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Must meet District driver insurability requirements
- Valid Colorado driver's license



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Bilingual oral and written communication skills preferred
- Ability to manage multiple priorities
- Ability and willingness to be on call and/or respond to calls 24/7
- Ability and willingness to work flexible hours during the school year including early mornings and late evenings
- Knowledge of painting materials, green products, paint types, methods and techniques
- Advanced skills in residential and commercial painting
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of scaffolds, ladders and paint sprayers required

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for assisting with interviewing, hiring and training of temporary seasonal employees; assisting with planning, assigning and directing work of temporary seasonal employees.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance				X
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear			X	
Taste	X			
Smell			X	



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X		
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze		X		
Communicate				X
Copy		X		
Coordinate			X	
Instruct			X	
Compute		X		
Synthesize	X			
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	