

# Job Description

Position Title: Painting Trades Specialist 3

Job Family: Facilities

Job Level: Support & Service -Senior

FLSA Status: Non-Exempt

Salary Grade: 03

## Position Summary:

The Painting Trades Specialist 3 oversees project crews in painting interior and exterior surfaces of buildings and structures. Trains paint crew in new methods of paint applications. Estimates projects, orders paint and tool supplies for new jobs and paint shop. Assists supervision and operations of the paint shop and related personnel. Prepares, schedules, and inspects work performance of departmental personnel as assigned.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees paint projects and serves as lead worker for project crew. Assists supervisor with paint shop duties.
2. Estimates project costs for labor and materials for project budget. Ensures inventory or purchase of required specialty tools to meet project deadlines.
3. Prioritizes and schedules painting projects. Provides project schedules and updates to supervisor.
4. Trains paint crews on new products and in a variety of paint application techniques.
5. Ensures paint department is up to date with Personal Protective Equipment (PPE) and safety procedures.
6. Coordinates paint projects with customers, paint representatives, and project managers.
7. Troubleshoots paint application problems due to weather conditions or improper application of coating.
8. Provides safe work environment for team members and surrounding personnel.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of skilled trades expertise required to complete assigned responsibilities for the position
2. Skill in effective communication (both written and oral)
3. Skill in independent decision making

4. Skill in performing a variety of duties, often changing from one task to another of a different nature
5. Skill in problem solving
6. Ability to adapt and maintain professional composure in emergent and crisis situations
7. Ability to operate relevant equipment required to complete assigned responsibilities for the position

### **Supervision:**

- Guides work of others who perform essentially the same work. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Does not have responsibility for termination or making pay decisions.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training in painting.
- Three (3) to five (5) years of related journey level trade experience required
- Five (5) to eight (8) years of related journey level trade experience preferred.

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, tight spaces, or high places, moving mechanical parts, etc.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-Employment Background Check
- DMV Check/Current and Valid AZ Driver's License
- On-call rotation duties
- Some evening or weekend work hours