

Job Title:	Foreman Paint Shop	Wage/Hour Status:	Hourly
Reports to:	Director	Pay Grade:	408
Dept/School:	Maintenance, Buildings and Grounds	Date Revised:	May 22, 2019

Primary Purpose

Coordinate with Directors and Principals to address the painting needs of the district schools.

Qualifications**Education/Certification**

High School Diploma/GED
Valid Texas Driver's License

Special Knowledge/Skills

- Ability communicate effectively with multi-lingual employees
- Knowledge of equipment, materials, methods, practices, and tools used in painting trade
- Ability to properly apply paints
- Knowledge of and ability to mix paint to match colors
- Ability to follow written and verbal instruction
- Ability to interpret policies, procedures and data
- Strong organization, communication and interpersonal skills

Experience

Ten (10) years experience as a painter

Major Responsibilities and Duties

1. Supervise, coordinate, direct, and inspect activities of workers assigned to the building maintenance section.
2. Coordinate schedules of work with the school officials and Director.
3. Select, order, and control equipment, materials, and supplies for daily activities and projected needs.
4. Maintain a daily and annual log of production.
5. Estimate budget request to assist in the preparation of the annual budget.
6. Verify assignment orders of the complete accounting of material costs.
7. Recommend promotion or termination of subordinates to the Director.
8. Perform employee evaluations to determine trade weaknesses, strengths, and initiate staff development training.
9. Operate vehicle, equipment, and use tools following established safety procedures.
10. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
11. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
12. Maintain tools and equipment and perform preventive maintenance as required.
13. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Crew Leaders, Painters, and Truck Leaders.

Equipment Used

Brushes, rollers, striping machine, taping and masking equipment, spray equipment, sand and water blaster, air compressor, dry wall tools and equipment, hand tools, ladders, scaffolding. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Work in tiring and uncomfortable positions; indoor and outdoor; on slippery uneven walking surfaces, ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, excessive noises, fumes, and toxic chemicals. Must be able to lift 45 pounds or more. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees
Flexible work schedule may include Saturday and Sunday as regular workdays

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy.

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.