

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Paint Foreman	<u>CLASS NUMBER:</u> 30103	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 034130
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM - 4:30 PM	<u>SUPERVISOR (PCN):</u> Maintenance Supervisor (034100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Paint Crew Leader (034131) Painter (034124) (034132) (034133) (034134) (034135) (034136) (034137) (034138) (034139) (034141)		

CLASSIFICATION PURPOSE:

The primary purpose of the Paint Foreman classification is to supervise, assign work, and train skilled painters in the performance of painting work at county buildings and facilities.

JOB DUTIES:

Supervise assigned staff by coordinating job responsibilities and assigning work assignments. Schedule and inspect the work of the painters. Oversee disciplines and performance appraisals and inspect time cards and labor sheets. Inspect area for safety issues that could arise. Oversee safety training and enforcement of department rules and regulations. Record and document daily, monthly, and annual work assignments. Estimate cost of labor and materials for future and prospective construction projects. Inspect county facilities to see if any painting or maintenance problems need to be addressed and/or corrected. Participate in the work of painters, as needed (e.g., use rollers, brushes and/or electrostatic sprayers and paint sprayers to apply paint, stain, and varnish to walls, ceilings, stairwells, fixtures, furniture, curbs, exterior surfaces, doors, posts, etc.). Oversee or perform preventative maintenance on tools and equipment.

Responsible for overseeing inventory (e.g., supplies and equipment, etc.). Ensure that staff clean and maintain all assigned tools and equipment. Maintain OSHA requirements. Maintain records on the dates areas were painted as well as the color and usage of area. Purchase paint and paint supplies upon supervisor approval. Assist in the preparation of estimates for painting projects, bid specifications, and with teaching and explaining new computer programs and various forms of administrative requirements. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; employee training and development; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to apply principles to solve practical everyday problems; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; cooperate with co-workers on group projects; establish friendly atmosphere as supervisor of work unit; demonstrate physical fitness.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with three (3) years of painting, construction, or related experience; or any equivalent combination of training and experience.

Additional Requirements

Must maintain a valid Ohio driver’s license.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate work, provide instruction, maintain department standards, recommend discipline or discharge, and to act on employee issues.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name Employee Signature Date