

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

<b><u>CLASSIFICATION TITLE:</u></b> Paint Crew Leader	<b><u>CLASS NUMBER:</u></b> 30102	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Public Facilities Management	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A7	<b><u>POSITION CONTROL #:</u></b> 034131
<b><u>POSITION LOCATION:</u></b> 373 S High Street, Lobby, Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 7:30 AM – 4:30 PM	<b><u>SUPERVISOR (PCN):</u></b> Paint Foreman (034130)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Paint Crew Leader classification is to lead a team of skilled painters in the performance of painting work at county buildings and facilities.

**JOB DUTIES:**

Provide work direction to skilled painters and provide on-the-job training by demonstrating painting projects. Prepare work surfaces and areas by removing paint, stains, wall coverings, stipple ceiling, pictures, furniture and fixtures. Utilize rollers, brushes and sprayers to paint, stain, varnish and/or apply commercial grade paint, wood stain and/or wall covering to interior and exterior of county buildings and facilities. Utilize painting equipment to paint parking lot stripes and curbs. Refinish tables, chairs, desks, frames, wood, molding, bookcases and other furniture items. Power wash exterior surfaces, mask/tape areas for painting and clean/reset work area when work is complete. May assign jobs to painting staff in the absence of the paint foreman. Maintain records of parts and supplies utilized for each project. Order and/or inventory paint, tools, materials and supplies. Prepare records and enter records of completed tasks in the work order system. 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; lead work; supervision; safety practices; agency policy and procedures. Skill in skilled trade; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; recognize safety warnings; maintain accurate records; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; cooperate with co-workers on group projects; demonstrate physical fitness; demonstrate ability to move objects from one location to another.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of commercial painting experience.

**Additional Requirements**

Must maintain a valid Ohio driver's license.

**Supervisory Responsibilities**

Ability to assign, review, plan and coordinate the work of other employees. Ability to provide instruction to other employees.

**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