

		<h1>Facility Services Position Description</h1>	
Title Painter		Approvers Initials	Approval Date
Percentage of Time 100%	Effective Date 9/13/2018	Submission Date 9/13/2018	

Employee's Name: Open
Supervisor's Name: Travis Olsen
Supervisor's Title: Superintendent-Maintenance, Facility Services
Supervisor's Phone No. & Email Address: 715-346-2339, tolsen@uwsp.edu
Department: Facility Services

Control Unit: Business Affairs

I. ORGANIZATION SUMMARY

Please give a brief description (paragraph) of the organization (department) in which the position resides.

Facilities Services is part of the Division of Business Affairs under the direction of the Vice Chancellor of Business Affairs. The department manages Custodial and Maintenance Services, Central Stores, Mail Services, Grounds, Recycling, Transportation, Central Heating Plant as well as internal campus or campus related and Department of State Facilities delegated projects.

II. Purpose of the Position

Please give a brief description of the overall purpose of the position. Tell "Why does this position exist?"

Under the general direction of the Superintendent of Maintenance of Facility Services, the incumbent will perform journey level work in the painting, finishing, and maintaining of a wide variety of interior and exterior surfaces and structures; may direct the work of other classified staff or vendors in the area and perform related work as required. The Painter prepares surfaces for painting and finishing; applies undercoats and finish coats using the full range of application methods and materials; mixes and matches paints and finishes; advises in the selection and storage of painting materials. Operates and uses required tools and equipment skillfully and safely; mix and match paints and varnishes; applies finishes to a wide variety of surfaces; estimates time and materials required on widely varied assignments; keeps computerized records and prepares reports; performs physical labor; coordinates work flow for multiple projects; reads, comprehends, and works from plans and prints; trains and directs the work of others; follows and gives oral and written instructions; maintains cooperative working relationships; demonstrates sensitivity to, and respect for a diverse population. Facility Services is committed to the highest standard of customer relation's principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, and fellow staff members and the supervisory team.

CLASSIFICATION FACTORS

III. Independence/Supervision received:

Check the **type** of supervision received that best fits the position, then describe supervision in more detail below:

- Limited Supervision:** Implies that the incumbent proceeds on his/her own initiative while complying with policies, practices and procedures prescribed by the supervisor. The supervisor generally answers questions only on the more complex phases of the work.

- Close Supervision:** Implies that the work is performed according to detailed instructions and that the supervision is available on short notice.
- General Supervision:** Implies that the work is performed independently. The incumbent seldom refers matters to the supervisor except for clarification of policy.

Additional information on "Independence/Supervision Received"

The incumbent should possess the skills necessary to independently analyze an issue to identify the proper questions, determine what information is needed, obtain the necessary information, organize and analyze the data, form conclusions, formulate and perform appropriate actions. Under the guidance of the Maintenance Superintendent, the incumbent has the responsibility to communicate known maintenance issues that require collaboration and coordination among all maintenance and operations staff. It is expected that the incumbent will complete work order administration, time accounting, and parts procurement in a clear and timely manner. It is a basic job expectation that all staff take the initiative to appropriately coordinate, document and communicate in a professional manner.

From whom does the incumbent receive work assignments (name and title)?

Superintendent of Maintenance, Facility Services

2. Scope and Impact

- a.) *What **scope** or organizational breadth does the position have? Department? College? Division? Control Unit? Campus? Who are the primary constituency (ies) or client group(s) served?*

The scope of the position is Facility Services. It serves residents, students, faculty, staff, and campus guests. It interacts extensively with customers, campus community, service providers, and outside contractors. Under general supervision, as part of a team, the incumbent is responsible for the safe operation of campus facilities and their associated systems.

- IV. *What **impact** does the position have on the recipients of the position's products and services? (What are the consequences of actions taken by this position for or on that group(s)? e.g., Provides administrative support to department professionals? Provides procedural guidelines to campus departments? Manages major software projects critical to achieving campus computing goals?)*

The skill, ability and knowledge of the incumbent will have direct and profound impact on the success on maintenance operations. Given the pace of emerging products and technology, the incumbent must stay in touch with industry/system-wide trends and best practices.

The incumbent will work to ensure timely solutions in observation of resource considerations. Due to the diverse nature of the staff, it is imperative that the resolution of issues (as well as the application of policy and procedure) be undertaken directly and timely, always mindful of customer needs while working to ensure operational continuity.

Finally, it is imperative that the incumbent affords him(her)self reasonable measures to ensure safety and accuracy. An inaccurate analysis and conclusion may serve to mislead well intentioned decision making that could result in injury or other unfortunate circumstances.

V. Major Functions:

List the major duties and responsibilities of this position, in order of importance. Be brief but include all important duties. Indicate the total percentage of time spent in a typical work cycle (day, week, month, year) rounded to the nearest 5% for each area of responsibility (total should not exceed 100%).

% of Time	Major Functions ("Essential functions" (under the ADA) should be indicated with an asterisk (*).)
50%	<p><u>CRAFTSPERSON ACTIVITIES</u></p> <ul style="list-style-type: none"> • Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and protect interior or exterior surfaces, trimmings, and fixtures of buildings and other structures. • Reads work order or receives instructions from supervisor regarding painting. • Prepares surfaces, using sandpaper, brushes, or steel wool, and removes old paint from surfaces, using paint remover, scraper, wire brush, or blowtorch to prepare surfaces for painting. • Fills nail holes, cracks, and joints with wallboard tape, caulk, putty, plaster, or other filler, using caulking gun and putty knife. • Applies joint compound and other like material as a skim coat to various wall surfaces. • Selects premixed paints, or mixes required portions of pigment, oil, and thinning and drying substances to prepare paint that matches specified colors. • Removes fixtures, such as pictures and electric switch covers, from walls prior to painting. • Spreads drop cloths over floors and room furnishings, and covers surfaces, such as baseboards, door frames, and windows with masking tape and paper to protect surfaces during painting. • Paints buildings, structures, equipment, and furniture using brush, spray gun or other applicator • Erects scaffolding or sets up ladders to perform tasks above ground level. • Operates a spray booth within the painters shop-responsible for maintenance and filter changes. • Prepares various surfaces for painting by washing, scraping, burning, sanding, sandblasting or other means as necessary. • Mixes, matches, and blends various paints, enamels, lacquers, varnishes, stains and special protective coatings to achieve desired color, consistency, and drying properties. • Prepares wall and hangs paper or other wall covering material. • Plans and completes work from layout to final assembly by interpreting prints, sketches, drawings, or verbal instructions. • Determines methods, techniques, materials required and sequence of work operations. • Completes work by any of the accepted methods and techniques of the trade. • Selects correct tools, techniques and methods for handling specific projects. • Reads and interprets new trade methods and techniques. • Understands and apply local, state and federal building codes and air quality standards.. • Determines a wide variety of materials and equipment needed to accomplish work. • Performs, layout and clean-up on projects as assigned. • May be assigned other non related duties to support other maintenance personnel in a variety of facilities, and equipment. • Demonstrates at all times, good communication skills with campus community, including students, building managers, academic personnel, and craft personnel, and supervisory and management team in a multi-cultural environment. • Work is assigned by means of work orders as well as verbal and written instructions by supervisor; service request is carried out by the worker in accordance with standard practices of the painting trade including time and materials accountability. • Execute all job assignments in a timely manner. • Perform planned and emergency maintenance, inspections, troubleshooting and documentation of work performed. • Work is subject to inspection while in progress and upon completion. • Accountable for his or her own actions within work spaces of the University and Campus facilities. • Keeps accurate time and material records; orders supplies and/or materials within UWSP policy and guidelines. • As required, handles potentially hazardous materials and waste and will be responsible to safely handle, properly contain and label, and follow appropriate emergency procedures as they relate to hazardous waste materials. • Performs basic mathematical calculations related to performing projects. • Performs all work while conforming with EH&S health and safety policies, OSHA and other applicable federal, state and local fire, health, safety, emergency-preparedness, pollution-prevention policies, University of Wisconsin, UWSP campus and Facility Services policies and

	<p>procedures, including Code of Conduct, IIPP (Safety and Health Procedures), Hazardous Materials Communications Program, Health and Safety Manual, as well as any other document authorized by management to have bearing on employee safety and conduct.</p> <ul style="list-style-type: none"> • Cleans debris, overspray & splatter from work area prior to departing job site. • Cleans & maintains all tools (brushes, rollers, spray guns & tips etc).
15%	<p><u>ADMINISTRATIVE / TECHNICAL</u></p> <ul style="list-style-type: none"> • Provides coordination, guidance and assistance of LTE and Contracted employees supporting the campus mission. • Coordinates with project managers, building inspectors, facility managers. • Keeps up-to-date, accurate and comprehensive project records-including mix/finish specifications, submittals, schedules, requests, changes, approvals, and costs. • Consults lead/supervisor or project superintendents who administer requirements and standards for modification of projects. • Supports maintenance/projects and work order assignments. • Prioritizes work assignments to meet customer needs. • Completes paperwork in a neat and timely manner including, but not limited to, time recording and correspondence with supervisor and campus customers. • Reads information from equipment manufacturers' manuals, service request, layout sketches, blueprints, appropriate state and local government codes, trade-specific manuals and practices, and to determine how the fixture or equipment should perform. • Defines and describes materials, tools and/or equipment, work methods and task sequences. • Serves as liaison with clients, relaying their needs and requirements to the appropriate department or supervisor. • Works and supports shutdowns and project schedules to minimize interference with others. • Interacts with various components (units and/or departments), procurement and clients as necessary to specify and obtain timely delivery of the most appropriate contracted services. • Orders, procures materials and equipment; maintains records. • Create and maintain a vehicle load plan with critical, on-hand supplies for vehicle assigned. • Communicates clearly over the cell phone, telephone and/or two-way radio. • Attends safety, technical and general meetings including occasional career development training. • Uses a computer for technical and administrative purposes.
15%	<p><u>SAFETY AND HEALTH AWARENESS / RESPONSIBILITIES</u></p> <ul style="list-style-type: none"> • Completes job related tasks in a safe manner by adhering to appropriate safety regulations. • Aware of potential hazardous operations, and takes appropriate precautions. • Immediately stops work in the event of danger to people or property. • Proceeds with work only after ensuring that appropriate safety procedures have been implemented. • Reports all accidents and/or incidents immediately to supervisor for record keeping. • Maintains a clean, well organized shop and vehicle at all times. • Attends monthly/annual Safety Training meetings.
15%	<p><u>INTERPERSONAL RELATIONS</u></p> <ul style="list-style-type: none"> • Utilizes good judgment in interpersonal communications in situations requiring sensitivity and tact. • Treats customers, co-workers, staff, supervisors, and managers with respect and courtesy, and maintains good working relationship with them. • Demonstrates the ability to work in a cooperative manner with co-workers, while actively promoting a cooperative team environment. • Demonstrates at all times good communication skills with campus community, including students, building managers, academic personnel, and craft personnel. • Interacts directly with all levels of customers throughout UWSP to develop and achieve project requirements and goals. • Responds to requests for service in a timely manner. • Supports and achieves organizational goals established to maintain and enhance customer satisfaction.

	<ul style="list-style-type: none"> • Reports progress or delays and refers major problems to lead or superintendent for resolution and informs customers as needed.
5%	<p><u>MISCELLANEOUS DUTIES</u></p> <ul style="list-style-type: none"> • Work assigned or directed may include other tasks not expressly enumerated, but which are of similar kind. • Maintain filtration equipment (clean filters, collectors, etc.).

V. SUPERVISORY RESPONSIBILITIES:

1. Does this position supervise others? Yes No (If "NO," skip this section)
2. How many people are supervised directly? 0
How many through others? May also direct student, limited term employees and coordinate for vendors as necessary and/or required.
3. List all the employees this position directly supervises. Please be sure that all these positions are clearly shown on the organization chart you attach.

Name	Payroll Title	Is this position supervisory?	%FTE
a.		N/A	
b.		N/A	

4. Supervisory functions (perform or effectively recommend) Check those that apply.

- Train?
- Handle grievances?
- Plan and assign work?
- Hire new employees?
- Recommend reclassifications and salary increases?
- Conduct performance evaluations?
- Take disciplinary action?

VI. KNOWLEDGE, SKILLS, ABILITIES, AND OTHER REQUIREMENTS

1. **Knowledge** (acquired information necessary to do the job)

Required elements noted with an asterisk◆ Strongly preferred indicated by *

<ul style="list-style-type: none"> ◆ Considerable knowledge of industrial applications and appropriate coatings for metal and structures exposed to adverse weather and moisture conditions. ◆ Considerable knowledge of practices, tools, equipment and techniques associated with painting trade. ◆ Considerable knowledge of standard hand and power tools and equipment used in painting activities; Considerable knowledge of safety standards/precautions pertaining to painting and ability to read and follow MSDS recommendations and requirements. Thorough knowledge of the tools, equipment, materials, methods and practices of the painting trade. ◆ Knowledge of arithmetic; ability to take accurate measurements and perform common mathematical computations. ◆ Must have a thorough knowledge of local/state codes and standards.

- ◆ Thorough knowledge of the occupational hazards and safety precautions of the painting trade.
- ◆ Knowledge and experience coordinating, troubleshooting and responding to, often competing, customer service requests.
- ◆ Knowledge of basic safety practices
- ◆ Knowledge of the safe and proper use of hand and power tools.
- ✱ Possess/develop a thorough understanding of University of Wisconsin and UWSP administrative policies and procedures.
- ✱ Understanding of the University environment, its mission, and operational needs.
- ✱ Knowledge of TMA

2. **Skills** (a specific learned activity, generally gained through training, usually indicating a level of effectiveness and efficiency; e.g., basic computer skills to work in Word, Excel; accounting skills)

Required elements noted with an asterisk◆ Strongly preferred indicated by *

- ◆ Demonstrated skill to logically analyze complex systems and resolve painting related problems.
- ◆ Skill in use of all tools common to the painting trade.
- ◆ Strong customer service skills.
- ◆ Excellent interpersonal skills, including tact, diplomacy and flexibility.
- ◆ Strong verbal and skills to communicate clearly and effectively in person, on the telephone and other electronic media.
- ◆ Demonstrated written communications skills to compose correspondence, procedures and reports.
- ✱ Basic level competency Microsoft Office applications (Word, Excel, Outlook, etc.).
- ◆ Organizational skills to establish work priorities, be resourceful and manage work independently to successful completion.
- ◆ Skill to follow construction plans and complete work goals/objectives.
- ◆ Skill to appropriately confront inappropriate or unprofessional behavior.
- ◆ Skill to evaluate, trouble-shoot inquiries and actively participate in resolving concerns of staff, contractors, outside consultants, and members of the campus community in an objective and constructive manner.
- ◆ Skill to contribute as a team player in a positive, respectful and professional environment.

3. **Abilities** (natural talents or acquired dexterity; potential to perform tasks or functions, e.g., ability to communicate verbally or in writing)

Required elements noted with an asterisk◆ Strongly preferred indicated by *

- ◆ Must be able to communicate effectively, both verbally and in writing, with supervisors and managers, staff, co-workers, campus staff, and interact positively with service providers outside the university.
- ◆ Ability to perform heavy manual labor, including bending, stooping, reaching, digging, carrying and lifting heavy objects weighing up to 100 lbs.
- ◆ Requires manual dexterity of both hands and feet to perform activities such as lifting overhead, twisting and bending while lifting, climbing ladders and stairs while wearing protective equipment, and working in confined spaces, including repetitive arm motion below, at, and above shoulder level.
- ◆ Ability to work long hours in emergency situations, and in inclement weather conditions, including outdoor summer temperatures of over 100o and winter temperatures as low as -10o.
- ◆ Ability to walk 3-5 miles a day on a variety of surfaces such as concrete, pavement, dirt and grass; and ability to ascend and descend numerous stairways while performing tasks.
- ◆ Ability to work while wearing required personal safety equipment which includes gloves, hardhat, MSA airpack, safety glasses, safety harness, safety vest and steel toe shoes or boots.
- ◆ Ability to wear a respirator and/or self contained breathing apparatus (SCBA) as outlined in the Industrial Standard for Respirator Use.
- ◆ Ability to assist with a variety of maintenance and repair work on equipment including pumps, fans, gear boxes, shafts, chemical feed equipment, water lines, valves, belts, motors, electric panels, generators, boilers, bar screens and the like.
- ◆ Ability to mix, match, and blend paint to desired color, consistency, and drying properties.
- ◆ Ability to estimate materials and time required to complete various tasks.
- ◆ Ability to use and operate hand and power tools as needed in a safe, efficient manner.
- ◆ Must have the ability to build effective, constructive relationships with contacts throughout the campus community and with external service providers.
- ◆ Must be able to access work sites including heights and confined spaces
- ◆ Ability to sit, walk and stand for extended periods, climb ladders, stairs and catwalks.
- ◆ Ability to organize and manage competing demands and priorities.

- ◆ Ability to read, interpret and work from plans, involved drawings and sketches.
- ◆ Ability to maintain a professional and service oriented relationship with customers, co-workers and supervisory staff.
- ◆ Ability to be creative, flexible, self-motivated, and quality oriented.
- ◆ Ability to perform mathematical/plant related calculations as necessary, requested or required.
- ◆ This position must be able to quickly gather, manage and effectively analyze maintenance related data.
- ◆ Perform basic measuring and calculations related to specific craft (painter).
- ◆ Must be able to handle multiple tasks simultaneously and produce accurate, detailed work within established timeframes.
- ◆ Must be able to maintain confidentiality where required.
- ◆ Must be able to avoid gossip and other inappropriate workplace conversations.
- ◆ Must have the detail orientation, initiative and ability to organize and maintain records.
- ◆ Must have the ability to read and understand schematics, construction documents, procedural, operational and maintenance manuals, gauges and meters.
- ◆ Basic mechanical ability.
- ◆ Must have the ability to manipulate small equipment parts and handle chemicals safely.
- ◆ Must have the ability to wear OSHA required personal protective equipment.
- ◆ Must have the ability to work in an environment of ash, dust, or soot.
- ◆ Ability to work on all three shifts including weekends and holidays
- ◆ Must have the ability to accurately trouble-shoot issues and perform repairs or replacements within industry standard labor times.
- ◆ Must have the ability to read and interpret blueprints, drawings
- ◆ Must have a thorough understanding of the correct methods to fasten similar and dissimilar materials.
- ◆ Must have a thorough knowledge of all hand and power tools used in the painting trade, their proper application and operation.
- ◆ Must have the ability to prepare and apply various coverings (paint, stain, joint compound, wall paper etc) to walls/structure and like objects.
- ◆ Must have the ability to work in confined spaces such as crawl spaces, attics.
- ◆ Must be able to gain access to areas that require ladders or other access equipment to enter and perform job tasks in these environments.
- ◆ Must be able to safely move supplies and objects up to 100 pounds with or without accommodation.
- ◆ As required, provide direction to semi-skilled or unskilled assistants, outside vendors or LTEs as needed or directed.
- ◆ Must have an understanding of preventive maintenance, its role in a comprehensive maintenance program and the ability to perform preventive maintenance work as directed.
- ◆ Ability to maintain a valid Wisconsin drivers license (regular, Class D License).

4. *Other requirements (e.g., certificates, license requirements)*

Required: Graduation from high school and one year of experience at a level equivalent to journeyman painter or similar work experience; or any equivalent combination of education and experience Completion of a three year federally approved technical training program in painting and three years of painting experience; OR, Six years of painting experience; OR, Any equivalent combination of experience and/or education from which comparable knowledge, skills and abilities have been achieved. Pass a pre-employment physical. Must be able to operate a motor vehicle and maintain a valid Wisconsin Driver's license (regular, Class D License) as a condition of employment. Must be available for holidays, weekends, weekend on-call procedures, emergencies and shift work

IIPP Requirements: Provides health and safety training, guidance on safe work practices, provides proper equipment, observes work practices and correct methods, and investigates accidents. Work in a safe and responsible manner while not putting self or others at risk. This includes complying with applicable policies and regulations, using personal safety gear, observe warning signs, learning about potential hazards, and reporting unsafe conditions.

Background Check: This position requires a criminal background check and periodic DMV checks for driving record and valid driver's license. This position meets the following background check criteria: 1.) Operation of University

