

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Foreperson - Painters

JOB CODE: 6351

DEPARTMENT: Facilities Operations, Maintenance

SCHEDULE: HO

DATE: 10/16/06

BASIC OBJECTIVES

Foreperson - Painters works independently under the guidance of an Administrator or designee and in accordance with the standard practices of the paint trade. Foreperson level work includes, but is not limited to:

- directing the work of assigned staff and providing technical and procedural expertise of the trade to determine a method or devise a means to accomplish the assigned job;
- preparing job cost estimates, and interpreting technical data from sketches, blueprints, schematics, and service manuals; and
- ensuring that work assignments are completed in conformance with instructions and applicable codes in a timely and cost effective manner.

JOB TASKS/RESPONSIBILITIES

1. Oversees and performs tasks using the standard tools, materials, codes, methods and safe practices of the paint trade.
2. Oversees use of and operates power driven and manually operated equipment and tools.
3. Oversees and performs task assignment that include the use of different types of ladders, scaffolds, and other equipment.
4. Prepares a variety of different types of surfaces using manual and/or mechanic methods incorporating the tools and appropriate materials.
5. Caulks, seals, and fills voids in surfaces and around windows, doors, and other openings in buildings using the appropriate materials as part of preparatory work. Scrubs and/or sands surfaces to receive paint.
6. Mixes and/or matches paints or stains to conform with existing or specified colors.
7. Applies paint, stain, or other dressings to a variety of surfaces using manual/or mechanical methods.
8. Prepares estimates of time and materials for assigned jobs.
9. Plans, schedules, and directs the work of staff, and maintains records of all assignments.

10. Determines materials and equipment required for assigned jobs and oversees their use, security, and disposition.
11. Plans and coordinates work with other trades.
12. Evaluates skills and performance of assigned staff; conducts or arranges for training when needed.
13. Remains current with code and technological methods and advances in the trade.
14. May operate M-DCPS or personal vehicle for functions outlined in job description and to locations specified by work orders or as otherwise directed.
15. Performs other related tasks as instructed.

PHYSICAL REQUIREMENTS

This is medium work which requires the following physical activities: climbing, balancing, bending, stooping, crouching, kneeling, twisting, reaching, sitting, standing, walking, pushing, pulling, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The worker is exposed to noise, hazards, atmospheric conditions, and oils and is required to wear a respirator. The work is performed indoors and outdoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Written evidence of graduation from high school or equivalent.
2. Ability to read, write, and understand oral and written instructions.
3. Acceptable written evidence of successful completion of an approved formal training program that includes work experience in this trade and three (3) years of experience as a Journeyman plus a minimum of one (1) year experience directing Journeyman-led work crews
or
Six (6) years of diversified on-the-job experience in the trade, including three (3) years experience as a Journeyman plus a minimum of one (1) year experience directing Journeyman-led work crews.
4. Possession of a valid Florida Class E driver's license.
5. Satisfactory completion of a physical examination prior to hire date.