

# OKLAHOMA BAPTIST UNIVERSITY

## POSITION DESCRIPTION

Title: **Painter**

Department: **Facilities Management**

Robert Cash

1/3/12

Prepared by

date

Approved by

date

**Supervision received:** Building Trades Supervisor and the Director of Facilities Management.

**Supervision given:** Student Workers

### Expectations for all employees

Oklahoma Baptist University achieves its mission based upon its core beliefs. All employees are expected to support these core beliefs and model them in their performance:

- *Commitment to the essentials of the Christian faith.*
- *People are treated with dignity and respect.*
- *Relationships are built on honesty, integrity, and trust.*
- *Excellence is achieved through teamwork, leadership, and a strong work ethic*
- *Efficiency is achieved through wise management of human and financial resources.*

### Purpose

Perform the preparation, priming, painting, staining, etc, of OBU facilities and furnishings. Supervise student workers in the preparation and painting of dorms and apartments.

### Essential functions

- Prepare surfaces for painting and staining. This includes sanding and cleaning of all types of surfaces. Apply stains, sealers, lacquers, enamels and other paints.
- Erect or rig scaffolds and ladders in a safe manner.
- Cover and protect all surfaces and furniture from paint and other debris.
- Clean up all areas after jobs are complete.
- Clean and care for brushes, spray guns and all other equipment.
- Keep the paint shop, spray booth, job sites and vans organized and clean.

### Other duties

- Any additional duties assigned by the Painter Grade 1, the Building Trades Supervisor or the Director of Facilities Management.

## Qualifications:

### Knowledge

- General knowledge of the preparation required prior to painting or staining any type of surface.
- General knowledge of all types of paints, stains and finishes and their proper application.

### Abilities

- Effectively and professionally communicate with co-workers, students, faculty and administration.
- Self motivation to make the most efficient use of time.
- Organize and plan work to assure that work is done in a way that maximizes productivity of student workers.
- Ability to brush, roll, spray paint, stain and apply other finishes.
- Ability to bed and tape and texture preferred.
- Ability to sit, stand, walk, climb, bend, kneel and grasp for extended periods of time.
- Safely lift 80 lbs.
- Work extended periods of time in a non-environmentally controlled setting indoor and/or outdoor.

### Education

- High school diploma or GED required.
- Trade school or technical training preferred.

### Experience

- Three years painting experience required.

### Equipment

- Ability to properly operate and maintain a spray rig and spray guns required.

### Special Requirements

- Must possess and maintain a valid Oklahoma Drivers license.
- This position is designated as a safety sensitive position and employment is contingent upon results of a drug test based on OBU's Drug Testing Policy.
- This person will be required to work overtime, and or, adjust their schedule as needed when it is deemed necessary by their supervisor. This person must be willing to be subject to call at any time, day or night.

**Complete this section after reviewing the description with the employee.**

*OBU requires that supervisors review the job description with the position incumbent during the New Employee orientation and the annual performance evaluation.*

The job description was reviewed during  New Employee Orientation  Performance Evaluation\*.

Employee signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor signature \_\_\_\_\_ date \_\_\_\_\_

*\*If the job description needs to be revised, attach changes to the performance evaluation and submit to the Human Resources Office.*

\_\_\_\_ New  Revision: \_\_\_\_\_ FLSA: non-exempt *HR Office only* IPEDS: \_\_\_\_\_ Sal/Grd assignment: \_\_\_\_\_

PRN(s) \_\_\_\_\_