

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: **Painter, Grade 1**

Department: **Facilities Management**

Robert Cash

5/12/10

Randy Smith

5/12/10

Prepared by

date

Approved by

date

Supervision received: Building Trades Supervisor and the Director 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

Provide the painting skills, organizational skills and labor necessary to keep the facilities at OBU painted.

Essential functions

- Paint, sand, clean, and prep all surfaces for painting, Mix, blend, match and apply paints, stains, lacquers, enamels and all 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 Building Trades Supervisor or Director of Facilities Management.

Qualifications

Knowledge

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

Skills

Ability to brush, roll, spray paint, stain and apply other finishes required. Ability to bed and tape and texture preferred.

Abilities

Effectively communicate with Co-workers, students, faculty and administration.

Sit, stand, climb, bend, kneel and grasp for extended periods of time.

Safely lift 60 lbs.

Spend extended periods of time in a non-environmentally controlled setting and / or outdoor elements.

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.

Possess and maintain a valid Oklahoma Drivers license.

Special Requirements

This person must be willing to be subject to call at any time, day or night. This person must be willing, when asked; to step outside the limited description of duties and perform any job required in special circumstances. This person may also be required to work after hours (nights and weekends) for special campus events and when emergencies arise.

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) _____