

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Paint Shop Supervisor	REPORTS TO:	Maintenance Services Manager
DEPARTMENT:	Maintenance & Operations	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	October 27, 1999	SALARY:	Supervisory/90% of Union Scale + 17% Factor

BASIC FUNCTION:

Plan, organize, coordinate and direct the activities and projects of the District journey-level painting crew; prioritize, schedule and assign daily work and special projects; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

Plan, organize, coordinate and direct the activities and projects of the District journey-level painting crew; drive a vehicle to visit work sites to review and inspect work in progress and completed projects. *E*

Receive and review incoming job orders; plan, organize, prioritize and assign daily work and special projects; distribute work orders and dispatch crews to work sites as appropriate. *E*

Research, evaluate and confer with vendors regarding department supplies, materials and equipment; order supplies and materials according to established procedures. *E*

Estimate cost of materials and labor; prepare and submit requisitions for materials and supplies; monitor and review invoices and purchase orders with vendors; assure appropriate stock levels are maintained for the division. *E*

Train, supervise and evaluate the performance of assigned staff; process personnel records; make recommendations concerning staffing; interview, select and discipline assigned staff according to District policies and procedures. *E*

Communicate with District personnel and departments to provide technical information, coordinate activities and resolve issues, concerns or questions regarding work orders and scheduling of projects; confer with District personnel regarding painting needs. *E*

Operate a computer terminal to prepare and maintain a variety of records and reports related to personnel, deferred maintenance and others as required; submit to appropriate personnel and departments as necessary. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and training equivalent to painting apprenticeship program and eight years of increasingly responsible journey-level painting experience.

October 1999

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; successfully pass a Class B physical exam.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Requirements of maintaining buildings and facilities in good repair.
- Applicable building codes, ordinances, fire requirements, regulations and safety precautions.
- Principles and practices of supervision and training.
- Technical aspects of the painting trade.
- Proper methods, materials, tools, terminology and equipment used in the painting trades.
- Operation of a computer terminal and data entry techniques.
- District organization, operations, policies and objectives.
- Qualities of various materials and adaptability and uses in specific projects.

ABILITY TO:

- Plan, organize, coordinate and supervise the activities and projects of the District journey-level painting crew.
- Plan, organize, prioritize and assign daily work and deferred maintenance projects.
- Estimate cost of materials and labor.
- Train, supervise and evaluate the performance of assigned staff.
- Operate a computer terminal to enter data, maintain records and generate reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Observe legal and defensive driving practices.
- Establish and maintain cooperative and effective working relationships with others.

WORKING CONDITIONS:

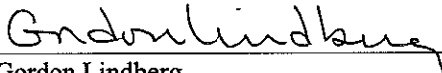
ENVIRONMENT:

Indoor and outdoor work environment; driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information.

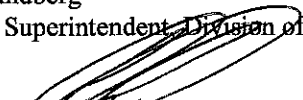
APPROVALS:



 Gordon Lindberg
 Associate Superintendent, Division of Human Resources

11/1/99

 Date



 Carlos A. Garcia
 Superintendent

11/3/99

 Date