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

Carlos A. Garcia
Superintendent

Date

October 1999