

PAINTER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
3027	Painter	14	023	6 mo.	09/01/16	Rev.
1922	Painter Sub-Foreman	14	023	6 mo.	09/01/16	Rev.
1764	Painter Foreman	14	023	6 mo.	09/01/16	Rev.

Promotional Line: 35, 36

Series Narrative

Employees in this series perform duties requiring skill in the trade of painter.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Painter

3027

Employees at this level perform skilled work in the trade of painter. They work under direct supervision from a designated supervisor.

A painter typically:

1. reads work orders or receive instructions from supervisors to determine work requirements;
2. mixes/color matches paints, stains, varnishes, and/or enamels in order to produce desired color;
3. prepares interior and/or exterior surfaces to be painted;
 - a. as necessary for interior projects, performs tasks such as removing furniture and wall hangings, covering floors and fixtures, washing surfaces, and preparing surfaces for painting or covering;
 - b. as necessary for interior projects, performs tasks such as removing foreign objects (vines, nests, etc.), cleaning and preparing surfaces for painting or covering;
4. erects/breaks-down scaffolding, sets up ladders, and/or operates motorized lift;
5. tapes and finishes new or existing drywall projects;
6. applies paint, shellac, varnish, enamel, stain, sealer or other protective coatings to prepared surfaces using brush, spray, roller, cloth or other means necessary to ensure adequate coverage;
7. finishes/refinishes wood surfaces (i.e. wood trim, doors, shelves, cabinets or floors) with stain, urethane or lacquers;
8. lays-out, paints, and finishes gymnasium floors and/or bleachers;
9. applies wall and/or ceiling finishes (i.e. stucco, spray texture, faux finishes, stenciling, etc.) and/or wall coverings (i.e. wallpaper, vinyl, etc.) to surfaces;

10. performs glasswork;
11. cleans and maintains work areas and equipment;
12. is responsible for sign making including repairing signs, preparing surfaces, painting/lettering/stenciling, sealing, etc.;
13. strips, refinishes or repaints furniture, file cabinets, desks, etc.;
14. assists in the training and/or supervision of new employees;
15. performs other related duties as assigned.

Level II: Painter Sub-Foreman**1922**

Employees at this level direct and/or lead and assign work to painters. They work under direct supervision from a painter foreman.

A painter sub-foreman typically:

1. performs all duties normally required in the trade of painter, following recognized procedures and techniques for such work;
2. assists in the direction and assignment of work;
3. verifies and approves material requisitions of employees being supervised;
4. participates in the handling of personnel issues such as approving time sheets;
5. acts as proxy or substitute for the foreman during absences;
6. assists in and is responsible for the work of assigned painters;
7. performs other related duties as assigned.

Level III: Painter Foreman**1764**

Employees at this level supervise the work of painter sub-foremen and/or painters. They work under general supervision from a designated supervisor.

A Painter Foreman typically:

1. performs all duties normally required in the trade of painter, following recognized procedures and techniques for such work;
2. plans, assigns, directs and supervises the work of painters and painter sub-foremen;
3. acts as custodian of tools, equipment, and materials used on the job;
4. verifies and approves material requisitioned by employees being supervised;

5. participates in the management of personnel matters/activities such as selection and termination of employees, planning and conducting training programs, evaluating work performance, and approving time and leave requests;
6. enforces safe working habits, including safe operation and handling of materials and equipment;
7. maintains records;
8. performs related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY:

Level I: Painter

3027

CREDENTIALS TO BE VERIFIED:

1. high school graduation or equivalent;
2. successful completion of a recognized painter apprenticeship program or four (4) years of full-time journey-level painter experience;
3. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
12. Ability to communicate information and ideas verbally and in writing so others will understand.
13. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.
14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.
16. Ability to match or detect differences between colors, including shades of color and brightness.

Level II: Painter Sub-Foreman**1922****CREDENTIALS TO BE VERIFIED:**

1. high school graduation or equivalent;
2. successful completion of a recognized painter apprenticeship program or four (4) years of full-time journey-level painter experience;
3. three (3) additional years of full-time journey-level painter experience;
4. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
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14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.
16. Ability to match or detect differences between colors, including shades of color and brightness.

Level III: Painter Foreman**1764****CREDENTIALS TO BE VERIFIED:**

1. high school graduation or equivalent;
2. successful completion of a recognized painter apprenticeship program or four (4) years of full-time journey-level painter experience;
3. five (5) additional years of full-time journey-level painter experience;
4. as required by position to be filled, current license/certification consistent with vehicles, machinery and equipment that is routinely used in the general occupational area.ⁱⁱ

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
2. Knowledge of relevant equipment, policies, procedures, regulations and strategies to promote health and safety practices for the protection of people, data, property, and institutions.
3. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
4. Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
5. Skill in time and resource management.
6. Skill in personnel resources management through motivating, developing, and directing subordinates as they work, identifying the best skillsets for completion of the job.
7. Skill in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
9. Skill in determining the kind of tools and equipment needed to do a job.
10. Ability to add, subtract, multiply, or divide quickly and correctly.
11. Ability to operate personal computer with a general understanding of application software, and an understanding of the Internet.
12. Ability to communicate information and ideas verbally and in writing so others will understand.
13. Ability to perform physical activities that require considerable use of one's arms and legs and moving one's whole body, such as climbing, lifting, balancing, walking, squatting, grabbing, carrying, pushing, pulling, bending, stretching, twisting, reaching and handling of materials in the course of completing work assignments.
14. Ability to stand and perform work duties for an extended period of time in the process of completing projects and/or assignments.
15. Ability to see objects at close range or at a distance, and the ability to adjust focus.
16. Ability to match or detect differences between colors, including shades of color and brightness.

ⁱ See the Promotional Line List for a complete listing of the classes in this/these promotional line(s).

ⁱⁱ Dependent upon institutional need, incumbents may be required to obtain job-related certification or license, such as a valid Illinois Department of Public Health Lead Abatement Worker License. Consistent with the Americans with Disabilities Act, accommodations may be afforded to applicants/employees.

DRAFT 8.1.16