

Roanoke Higher Education Center

Position Description

Job Title: **Painter (Temporary-Part Time)**
Date: June 2022
FLSA Status: Non-Exempt
Department: Facility Services
Reports To: Director of Facility Services

SUMMARY

This position is responsible for painting throughout the Roanoke Higher Education Center. This position works in the Facility Services Department under the supervision of the Director. Incumbent will generally work Monday through Friday with some weekend work required as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Sets up paint schedule in collaboration with and under the supervision of the Director of Facility Services.
- Paints classrooms, offices, and public areas throughout the facility as required.
- Maintains an organized work area consisting of paint and necessary supplies.
- Maintains a safe and secure work environment through knowledge and application of building security, safety rules, and procedures.
- Works effectively with all co-workers, students, members, and external customers by showing respect for individual diversity.
- Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

JOB KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/ or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of various types of paints
- Ability to effectively interact with co-workers, students, faculty, staff, and other patrons.
- Ability to work independently with limited supervision.
- Must be able to work flexible hours, including some Saturdays when needed.

EDUCATION AND/ OR EXPERIENCE

- High School Diploma or GED required.
- Three years commercial painting experience required.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate verbally with supervisor staff and co-workers.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee must be able to communicate effectively verbally. The employee is required to sit, stand, walk, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is often exposed to various painting agents. The noise level in the work environment is usually moderate and occasionally high. Proper personal protection equipment is to be worn.

Supervisor's Signature

Date:

Approved by Kay Dunkley, Ed. D.

ACKNOWLEDGEMENT

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

Employee's Signature

Date:

Employee's Name (Please Print)