

STOCKTON UNIFIED SCHOOL DISTRICT

PAINTER/GLAZIER SUPERVISOR

DEFINITION

Organize, schedule, assign and monitor work painting and glazing; maintain supervisory records; order materials and supplies; oversee complex skilled trades work; and perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Building Division Manager, and exercises general supervision over assigned staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but is intended to accurately reflect the principle job elements.)

Duties may include, but are not limited to, the following:

Review and process work orders in painting and glazing; assess priorities and schedule accordingly; assigns jobs to workers. (E)

Meet and coordinate with outside vendors; obtain quotes and bids. (E)

Make estimates on time and materials costs for work order jobs. (E)

Assist in job planning; order materials and estimate labor requirements. (E)

Meet and coordinate with any outside contractors in painting and glazing; coordinate projects with other sections in the facilities division. (E)

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job. (E)

Inspect completed jobs; identify additional work required. (E)

Maintain inventory on stock and assist in the preparation of department budget and the monitoring of the department budget. (E)

Order signs for sites; oversee the manufacturing and installation of signs. (E)

Set up engraving machine provide for materials used in making signs. (E)

Order all materials and equipment for painting/glazing. (E)

Oversee difficult and complex painting or glazing work as required. (E)

Assist managers and administrators with assessment of site needs and establishment of a written agreement of work to be done in a set time frame; coordinate projects with other sections in Facilities Services. (E)

Assess job priorities and assign work; inspect and review completed jobs with the site administrator. (E)

Evaluate and prepare comprehensive reports concerning the efficiency and effectiveness of assigned staff; assist with specific studies as directed. (E)

Assist with the resolution of student, parent and community complaints regarding assigned staff. (E)

Meet and coordinate with outside vendors; obtain quotes and bids (E)

Make estimates on time and material costs for work order jobs *(E)*

Assist in the job planning; order materials and estimate labor requirements. *(E)*

Meet and coordinate with any outside contractors in (Skilled Area); coordinate projects with other sections in the facilities division and all site designees as needed . *(E)*

Keep records of hours worked; schedule vacations; maintain records of work activity *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job *(E)*

Ensure that equipment is safe and in operating order. *(E)*

May assist in the preparation and monitoring of the department *(E)*

Serve as a supervisory and technical resource for jobs performed; respond to problems and needs arising on the job; inspect completed jobs *(E)*

Provide for the safety of workers and others at school sites including training staff to report safety hazards *(E)*

Participate in the selection, hiring, training, supervision and evaluation of permanent and probationary staff members *(E)*

Oversee difficult and complex skilled trades work as required *(E)*

Maintain regular and prompt attendance in the workplace. *(E)*

Secure buildings after vandalism; work with security staff to secure buildings. *(E)*

Participate in the selection, training, supervision and evaluation of staff members. *(E)*

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of painting and glazing; methods, equipment, tools and materials used in these trades; journey-level proficiency in both areas
- Methods, equipment and tools used in construction and maintenance
- Techniques of work scheduling and organization
- Principles and practices of supervision communication and training
- Painting and glazing needs of the school district
- Operational procedures of a school district, including safety regulations
- Personnel rules and procedures of the District

Ability to:

- Oversee the work of others
- Keep records neatly and accurately
- Organize and schedule jobs; assess job priorities; order supplies properly and accurately
- Establish the painting and glazing needs of District buildings
- Maintain job progress, inspect completed jobs for quality of work
- Provide training to less experienced staff

- Oversee complex painting and glazing work
- Physical capability sufficient to perform job tasks

EXPERIENCE AND EDUCATION:

Any combination of experience, education and training equivalent to graduation from high school, and four (4) years of experience as a journeyman painter/glazier preferably with one (1) year of supervisory experience or completion of an accredited course in supervision.

LICENSE AND CERTIFICATES:

- Possession of a valid California driver’s license
- First Aid and CPR certificates must obtained within sixty (60) days from date of hire

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools.
- Walk and/or stand for extended periods of time.
- Sit for extended periods of time.
- See with/without assistive devices sufficient to perform assigned duties.
- Lift and/or carry up to 40 lbs for distances up to 100 ft.
- Occasionally lift and/or carry up to 100 lbs for distances up to 100 ft.
- Push/pull up to 150 lbs. for short distances.
- Sufficient body movement and balance to bend at the waist, kneel, crawl, crouch and stoop.
- Reach overhead, above the shoulders and horizontally.
- Climb ladders and working from heights.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.

HAZARDS:

Exposure to cleaning agents and chemicals

Exposure to glass

Exposure to heights

Working on ladders

SALARY PLACEMENT

Stockton Unified Supervisory Unit (SUSU)

Supervisory Unit Salary Schedule

Range 35

12-month year work

Board Approval: 03/14/17

SUSU Approval: 02/28/17