CLASS TITLE: FOREMAN OF PAINTERS

CHARACTERISTICS OF THE CLASS
Under general supervision, supervises journey level painters engaged in the preparation and painting of interior and exterior walls, structures and surfaces of municipal facilities; and performs related duties as required

ESSENTIAL DUTIES
- Studies blueprints, specifications and work orders and inspects work sites to assess preparation and application work required
- Determines equipment and materials needed including the appropriate paint or finishes required for the surface to be covered, and plan work processes
- Prepares cost estimates of labor, materials, equipment and manpower needed to complete paint and finishing jobs
- Plans, assigns and schedules painting jobs based on established priorities and the availability of resources
- Orders materials, equipment and supplies and coordinates their delivery to work sites
- Supervises work in progress to ensure efficiency, timeliness and adherence to safety procedures
- Inspects completed jobs for compliance with specifications and established quality standards
- Troubleshoots and assists in performing complex painting and finishing jobs
- Trains staff in work and safety procedures and evaluates their performance
- Works with other trades at job sites to ensure efficiency of operations
- Approves employee time records
- Maintains work records and prepares project status reports
- Tests new painting equipment and supplies and makes recommendations for possible acquisition

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience
- Successful completion of a U.S. Department of Labor registered painting apprenticeship training program and journeyman status supplemented by two years of progressively responsible journey level painting experience, or an equivalent combination of training and experience

Licensure, Certification, or Other Qualifications
- Some positions may require a valid State of Illinois driver’s license
- Some positions may require the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability
- Some positions may require an OSHA 10 Card
Some positions may require an EPA Lead Abatement Certification

WORKING CONDITIONS

- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to hazardous conditions (e.g., construction sites)
- May perform in cramped or confined locations
- Work performed above or below ground level
- Work performed using scaffolds and ladders

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machines, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Standard tools and equipment of the painting trade (e.g., painters grip, taping knives, brushes, rollers, roller handles, extension poles)
- Ladders and scaffolding
- Standard power and hand tools and equipment of the painting trade (e.g., pressure washer, spray pump, air compressor, gravity-fed sprayer, boom, scissor lift)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Safety devices or equipment (e.g., cones, barricades, rigging, scaffolding, ropes)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 50 pounds) is required
- Ability to stand and walk for extended periods of time
- Ability to bend, stretch, twist, or reach out with one’s body, arms, and/or legs
- Ability to climb staircases, ladders, and/or step stools
- Ability to work above ground on staging equipment for extended periods of time
- Ability to access difficult to enter spaces (e.g., basements, cramped quarters)
- Ability to operate applicable hand tools, power tools, and equipment

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- *tools, materials, processes and techniques of painting trade
- *drywall and plaster, patch and repair work to plug holes
- *applicable hand and power tools
- safety procedures for using painting and finishing tools and equipment
- proper disposal methods for paints, chemicals and cleaning supplies
- methods for rigging scaffolding
- applicable safety and code standards specific to the painting trade, including OSHA standards

Some knowledge of:
- supervisory principles, methods, practices, and procedures

Knowledge of applicable City and department, policies, procedures, rules, and regulations

**Skills**

- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making*
- *ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times*
- *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems*
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work*
- *INSTRUCTING – Teach others how to do something*
- EQUIPMENT MAINTENANCE - Perform routine maintenance on equipment and determine when and what kind of maintenance is needed
- *EQUIPMENT SELECTION – Determine the kind of tools and equipment needed to do a job*
- *TROUBLESHOOTING – Determine causes of operating errors and decide what to do about it*

Other skills as required for successful performance in the Painter class

**Abilities**

- COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK – Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS – Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Painter class

**Other Work Requirements**

- PERSISTENCE – Persist in the face of obstacles on the job
- INITIATIVE – Demonstrate willingness to take on job challenges
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
• DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations

• ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks

• ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems

Other characteristics as required for successful performance in the Painter class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City’s Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
March, 2013