

Role Description

Apprentice Painter



Summary Under Lead Painter's guidance, the Painter works with a small group or crew of skilled journey-level painters and semi-skilled assistants in the performance of general painting work.

Essential Duties and Responsibilities include the following; Other duties may be assigned.

- Layout, direct and assist with the full range of skilled painting work..
- Understand and follow all paint shop safety rules.
- Follow appropriate lists of materials for jobs.
- Preserve paint stock and materials and equipment, preventing waste.
- Inspect paint surfaces ensuring they meet quality specifications.
- Assist with the maintenance of the paint shop.
- Provide on-the-job training to less skilled workers in trade and safety practices.
- Perform all work in accordance with established safety procedures.
- Assist and work with other trades workers in the training of unskilled and semi-skilled assistants.
- Responsible for the full range of skilled painter work including preparing surfaces for painting and finishing; applying under coats and finish coats using the full range of application methods including brush, roll, spray and electro-static spray; hanging paper; mixing and matching paints and finishes; performing sand and water blasting; erecting scaffolding and/or hanging rigging from electronic staging for painting projects; painting signs and parking lot/roadway markings; advising in the selection and storage of painting materials; and maintain a safe and clean work environment.

Standard Work includes the following.

- To be Completed on a Daily Basis

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- Follow Production Schedule, begin new work, record status and enter production data.
 - Stop work and request Quality Audits on each active work order in paint, obtaining photographs and other objective quality evidence as required by Company Quality Control Plan and document Quality Control Check sheets.
 - Participate in Shop Safety Checks; including safety rule adherence, proper PPE, and OSHA required obligations applied to all personnel in the shop.
 - Ensure that Crane/Comealong daily checks are completed, including controls, chain, hooks, wire rope and upper/lower limit switch operation.
- To be Completed on a Weekly Basis
 - Each Monday, document weekly inventory sheets and turn in to Lead Painter.
 - Each Tuesday, complete Paint Booth Field-Day/Cleanup and equipment maintenance.
 - To be Completed on a Monthly Basis
 - On the First Monday of each Month, Field-Day Paint Booth and perform a complete Tool Maintenance.
 - On the Second Tuesday of each Month, participate in paint project audits as required, remaining present during the audit and discuss findings/learnings.

Leadership Responsibilities

Directly trains 1-4 unskilled to semi-skilled employees. Perform all job responsibilities in accordance with the organization's policies and applicable local, state and federal law. Responsibilities include training other employees and resolving problems as requested/required.

Qualifications

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.

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- Working knowledge of effective practices and techniques including the ability to train, instruct and inspect the work of less skilled and semi-skilled workers. Must be able to mix for color specs and paint rudimentary assemblies such as frames, poles, etc.
- Ability to accurately perform painting operations with zero waste of supplies and materials needed for jobs.
- Ability to perform work in the prescribed sequence, consistently.
- Working knowledge of some methods, materials, tools and equipment used in the painting trade as well as knowledge of applicable state and federal building and safety codes and regulations.
- Working knowledge of or ability to quickly learn Ace Company infrastructure, policies and procedures.
- Ability to effectively and accurately enter records and data for standard reports using manual and/or computerized record-keeping systems.
- Demonstrated ability to read, interpret, and work from blueprints, plans, drawings and specifications, and make rough sketches.
- Average computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, online systems, and internet as well as online calendaring and email.
- Demonstrated ability to maintain a high degree of confidentiality.
- Ability to analyze and respond appropriately to emergency situations.
- Thorough knowledge of English grammar, spelling and punctuation and the ability to read, write and perform arithmetic functions at a level appropriate to the position.
- Ability to interact and communicate in an effective and dependable manner, as well as establish and maintain cooperative working relationships with clientele such as students, staff, faculty and co-workers.

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- Demonstrated ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to demonstrate professionalism in entering occupied areas including student residential halls, faculty and staff offices and other university space.
 - Special Conditions:
 - § Ability to work on and climb ladders and stairs, work in confined and high places such as scaffolding, carry up to 45 lbs. and squat, kneel and crawl.
 - § Ability to manipulate parts and tools of the painting trade safely.
 - § Ability to distinguish color and depth.

Education and/or Experience

At least Two (2) good years of painting, surface prep, mixing or equivalent. Experience in miscellaneous steel and aluminum coatings is a must. This includes stairs, handrails, ladders, and catwalks.

Language Skills

Ability to read and interpret documents such as safety rules, operating plans, and procedure manuals. Ability to write reports and the ability to speak effectively before groups of customers or employees of organization.

Computer Skills

Keyed In time keeping software is a must.

Certificates, Licenses, Registrations

Local Painting Certification required, Certified Fork Truck Operator is desirable.

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.

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While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 100 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 regularly exposed to moving mechanical parts and fumes or airborne particles. The employee is frequently exposed to vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.