

LEAD PAINTER

DEFINITION

Under general supervision, leads, trains, oversees, and participates in the work of skilled brush, roller, and spray painting work for the maintenance and decoration of buildings, equipment, facilities, and/or the refinishing of furniture; prepares surfaces and painting materials; fabricates various signage for College buildings and facilities; oversees the College paint and sign shop.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned managerial personnel. Exercises technical and functional supervision over and provides training to assigned paint staff.

CLASS CHARACTERISTICS

This is an advanced journey-level class in the Paint class series responsible for performing skilled duties related to the painting and signage of College buildings and facilities as required to ensure that all are maintained in a safe and effective working condition and provide the highest level of safety and utility for College and public use. Incumbents in this class may also assist other trades on an as needed basis. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Provides lead direction, training, work review, and evaluation to assigned Paint/Sign staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Trains staff in the proper use of Paint/Sign equipment, systems, and supplies; maintains equipment and supplies in good working condition.
3. Plans, organizes, and lays out assigned tasks; interprets diagrams, blueprints, sketches, and specifications; works from verbal and written instructions and work orders.
4. Estimates labor, material, and equipment needed for assigned paint projects; monitors inventory levels of paint/sign supplies; orders, receives, and maintains inventory of supplies and materials as needed.
5. Secures price quotations for supplies and repairs, including multiple quotes as necessary per College guidelines.
6. Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the assigned managerial personnel.
7. Oversees outside contractors performing painting services to ensure completeness and accuracy.
8. Performs skilled painting work, including using brushes, rollers, or spray guns in applying paint, varnish, shellac, enamel, lacquer, or other protective or decorative finishes to various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick, asphalt, and cement.
9. Applies paint on athletic fields for football and soccer games and practice.

10. Prepares surfaces for painting or repairing; scrapes, sands, fills, or prepares surfaces in other manners.
11. Prepares and paints campus fleet vehicles, including but not limited to vans, carts, and trucks; performs minor body work on campus fleet vehicles.
12. Makes repairs to and refinishes furniture and equipment.
13. Applies under-the-finish coats to plaster walls and other surfaces; installs drywall and adds texture to the walls.
14. Erects, rigs, or moves scaffolding and platforms; operates manlifts, scissor lifts, and bucket trucks.
15. Cleans brushes, tools, and other banisters.
16. Designs and fabricates signage for usage throughout the College; posts signage in accordance with applicable laws, regulations, guidelines, and rules.
17. Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
18. Removes graffiti and repairs damage to paint.
19. Ensures the proper care and maintenance of tools and equipment; recommends and requisitions equipment and supplies.
20. Records and maintains work and material records.
21. Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
22. Assists other College employees with various projects, as necessary.
23. Supports and complies with federal and state laws, Board Policies, and Administrative Procedures.
24. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
25. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated mandated trainings, as required. Prepares and delivers oral presentations related to assigned areas if needed.
26. Works directly with people from various ages, disabilities, socio-economic levels and ethnic groups.
27. Maintains regular attendance.
28. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, equipment, materials, and tools used in the painting maintenance and repair of College facilities, buildings, and fixtures, as well as, the design and fabrication of signs.
2. Methods of preparing surfaces for painting and repainting.
3. Basic qualities and uses of various finishes and other painting materials.
4. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
5. Occupational hazards and safety equipment and practices related to assigned area of responsibility.
6. Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.

7. Safe work practices, including safe driving rules and practices.
8. English usage, spelling, vocabulary, grammar, and punctuation.
9. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic levels and ethnic groups.

Skills & Abilities to:

1. Perform skilled painting work, use airless sprayer, rollers, and other equipment.
2. Design and fabricate signs.
3. Erect and work from riggings and scaffolding; operation of manlifts, scissor lifts, and bucket trucks.
4. Perform basic preventative maintenance of equipment and tools.
5. Skillfully and safely operate a variety of light equipment and power and hand tools used in painting.
6. Troubleshoot problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.
7. Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
8. Understand and follow written and verbal directions, instructions and safety rules, and procedures.
9. Maintain accurate logs, records, and basic written reports of work performed.
10. Operate modern office equipment, including computer equipment and software programs.
11. Read and interpret construction drawings, specifications, plans, manuals, diagrams, blueprints, and technical regulations.
12. Make accurate arithmetic calculations.
13. Operate a truck and observe legal and defensive driving practices.
14. Organize own work, set priorities, and meet critical time deadlines.
15. Communicate effectively through various methods.
16. Learn and apply emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
17. Understand scope of authority in making independent decisions.
18. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
19. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

1. Equivalent to the completion of the twelfth (12th) grade; and
2. Five (5) years of experience in journeyman level painting and signs maintenance and repair work.

Desirable Qualifications:

A certification as a qualified painter journeyman from an approved institution.

Licenses and Certifications:

The incumbent is required to drive to a variety of locations. This will require the incumbent to possess and maintain a valid California driver's license and proof of automobile insurance and maintain insurability under the College's vehicle insurance policy.

PHYSICAL DEMANDS

Must possess mobility to work in and around College buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 4/2026