

MT. SAN ANTONIO COLLEGE

Human Resources

REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS****This form is used to gain approval prior to recruiting for a position.****Instructions for completing this form are located on the back.**Position: Lead PainterDepartment: Facilities, Maintenance & OperationsTime (FTE): 100% Term (months/year): 12Work Schedule (Days, Hours): 6:00 am - 2:30 pmSalary Schedule (Range): 76Background and Rationale (use back of form if additional space is needed): This position is to fill the vacancy created by the retirement of the FacilitiesLead Painter, Art Morales.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.): _____

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**Account Number(s): 11000-621400-212000-651000-2100100 % Amount \$ \$117,462

Account Number(s): _____

_____ % Amount \$ 444,879Funding: (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

Duration (if grant/temporary funded): Beginning date: _____ End date: _____

Comments: _____

Signatures:William Asher
William Asher (Sep 26, 2022 11:34 PDT)

Sep 26, 2022

1. Requesting Manager Signature

Date

Jila Dancé-Abrera
Jila Dancé-Abrera

11/30/22

4. Human Resources Signature

Date

Boo Boxc
Boo Boxc

09.30.2022

2. Division Vice President Signature

Date

Boo Boxc
Boo Boxc

12/01/2022

5. Vice President, Human Resources

Date

Boo Boxc
Boo Boxc

11/14/2022

3. Chief Compliance/Budget Officer Signature

Date

☒ Funding available ☐ Funding not available Position Number: CB9949 Contract Number: _____

Comments: Depending when the new Position is hired, the additional funds needed will come from the Backfill budget for 2022-23. The budget for 2023-24 for former employee Arturo Morales from July 1, 2023 to 9/30/23 needs to budgeted one time from Unrestricted General fund

Reviewed by President's Cabinet, the following action was taken on the above request:☒ Approved to fill immediately ☐ Denied ☐ ModifiedIf position **does not have funding**, provide funding directions: _____

Rationale: _____

William J. Smoggin
William J. SmogginDecember 6, 2022
Date

6. Signature of President/CEO

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 District buildings and facilities; oversees the District paint and sign shop and provides technical assistance to the Assistant Director, Facilities Planning and Management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Director, Facilities Planning & Management. 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 District 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 District 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)

- 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.
- Provides input into selection decisions, disciplinary matters, and other personnel decisions.
- Trains staff in the proper use of Paint/Sign equipment, systems and supplies; maintains equipment and supplies in good working condition.
- Plans, organizes, and lays out assigned tasks; interprets diagrams, blue prints, sketches, and specifications; works from verbal and written instructions and work orders.
- 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.
- Secures price quotations for supplies and repairs, including multiple quotes as necessary per District guidelines.
- Oversees and utilizes open material and service accounts; monitors expenditures to ensure compliance within established budget guidelines; communicates discrepancies with the Assistant Director.
- Oversees outside contractors performing painting services to ensure completeness and accuracy.
- 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, wall board, brick, asphalt, and cement.
- Applies paint on athletic fields for football and soccer games and practice.
- Prepares surfaces for painting or repairing; scrapes, sands, fills, or prepares surfaces in other manners.
- Makes repairs to and refinishes furniture and equipment.
- Applies under-the-finish coats to plaster walls and other surfaces; installs drywall and adds texture to the walls.

- Erects, rigs, or moves scaffolding and platforms.
- Cleans brushes, tools and other banisters.
- Designs and fabricates signage for usage throughout the District; posts signage in accordance with applicable laws, regulations, guidelines, and rules.
- Inspects facilities and buildings for damage and maintenance needs; recommends repairs as necessary.
- Removes graffiti and repairs damage to paint.
- Ensures the proper care and maintenance of tools and equipment; recommends and requisitions equipment and supplies.
- Records and maintains work and material records.
- 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.
- Assists other District employees with various projects, as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in the painting maintenance and repair of District facilities, buildings, and fixtures, as well as, the design and fabrication of signs.
- Methods of preparing surfaces for painting and repainting.
- Basic qualities and uses of various finishes and other painting materials.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Occupational hazards and safety equipment and practices related to assigned area of responsibility.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, and arithmetic.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

Skills & Abilities to:

- Perform skilled painting work, use airless sprayer, rollers, and other equipment.
- Design and fabricate signs.
- Erect and work from riggings and scaffolding.
- Perform basic preventative maintenance of equipment and tools.
- Skillfully and safely operate a variety of light equipment and power and hand tools used in painting.
- Troubleshoot problems and determine materials, costs, and supplies required for repairs and maintenance projects; recommend purchases.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Understand and follow written and verbal directions, instructions and safety rules and procedures.
- Maintain accurate logs, records, and basic written reports of work performed.

- Operate modern office equipment including computer equipment and software programs.
- Read and interpret construction drawings, specifications, plans, manuals, diagrams, blue prints, and technical regulations.
- Make accurate arithmetic calculations.
- Operate a truck, and observe legal and defensive driving practices.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

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

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.
- A certification as a qualified painter journeyman from an approved institution is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in and around District 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. Employees 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

Employees 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. Employees may interact with staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.