



**Code: 4636**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Building Maintenance and Operation

Series: Painting Trade

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## **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

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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.

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City of Chicago  
Department of Human Resources  
March, 2013