

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Supervisor, Painter	CLASSIFICATION:	Classified Represented Supervisor (TCS)
SERIES:	Supervisor IV	FLSA:	Non-Exempt
JOB CLASS CODE:	1412	WORK YEAR:	12 Months
DEPARTMENT:	Facilities Maintenance	SALARY:	Range 22 Salary Schedule G
REPORTS TO:	Assigned Supervisor	CABINET APPROVAL:	11-16-2021

BASIC FUNCTION:

Under general direction, the Facilities Maintenance Painter Supervisor is responsible for maintaining, repairing of District buildings and related components in the painting field, signage, and supervising journeyman-level trade's persons and other assigned personnel performing repairs and maintenance of District buildings and equipment.

EXAMPLES OF DUTIES:

Assigns subordinates to work details and checks work in progress and upon completion to ensure that it meets required standards; inspects buildings and equipment reported to be in need of repair and considers the need for repair, estimates the time, labor, and materials needed; supervises and performs routine maintenance and preventative maintenance on District facilities and equipment; keeps records of time/material, and work performed and needed; keeps stockrooms up to date and prepare requisitions for stock; and perform additional related duties as required.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Attend meetings, seminars, and courses for the purpose of acquiring knowledge and conveying necessary information related to maintenance staff functions. **E**

Communicate with various individuals (e.g. students, parents, staff, patrons, volunteers, contractors, regulatory agencies, interagency contacts, and professional service providers) for the purpose of coordinating and facilitating

their work and achieving a high level of performance. **E**

for the purpose of assigning work, tracking resources, and

Assist in preparing and/or reviewing contract documents for purchase and delivery of equipment, materials, and supplies and services for the purpose of coordinating requisition of required materials and services for facilities maintenance. **E**

Provide training for the purpose of delivering instruction and communicating goals, expectations, and procedures, e.g. maintenance, equipment, and safety. **E**

Evaluate assigned classified personnel on performance and other attributes. **E**

Utilize standard office equipment, computer software programs and work order management system for the purpose of preparing, maintaining, and conveying information. **E**

Respond to emergency situations for the purpose of resolving immediate safety, operations, and logistical concerns. **E**

Prepare written material for the purpose of maintaining records and conveying information, e.g., correspondence, reports, estimates, schedules, spreadsheets, requisitions, and electronic mail. **E**

Provide leadership in the support of District policies, procedures, goals, directives, priorities, and decisions for the purpose of complying with District requirements and providing a positive and harmonious work environment. **E**

May work an alternative work schedule which may include nights and weekends on a temporary basis. **E**

Supervise and manage the use of materials, supplies, and equipment used in assigned area of the Facilities Maintenance Department. **E**

Advise assigned supervisor in matters relating to facility and operations activities; provide information to civic and public groups and individuals as needed. **E**

Assist in analyzing annual operating costs and makes recommendations for assigned department budget. **E**

Participate in short and long-term planning of capital improvement projects. **E**

Guide, supervise, and motivate employees; organize and supervise the activities of various crews and subcontractors performing construction and maintenance work. **E**

Communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments, administration, and the public. **E**

Continue education and training on related regulations and products of assigned areas of responsibility. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community within Facilities Maintenance. **E**

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to:

Utilize equipment under a variety of conditions for multiple purposes.

Problem solve and analyze data based on organizational objectives; problem solve with equipment is significant.

Read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems.

Read, understand, and work from blueprints, sketches, shop drawings, and diagrams.

Read, interpret, apply, and explain rules, policies, and procedures.

Communicate effectively and maintain cooperative relationships.

Lift and carry heavy objects according to safety regulations.

Understand and follow oral and written directions.

Meet State and District standa