



## Job Description

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**Position Title:** University General Painter  
**Department:** Facility  
**Reports To:** Office of Purchasing, Sustainability & Facilities Development  
**FLSA Designation:**  Salaried/Exempt  Salaried/Non-Exempt  Hourly/Non-Exempt  
**Bargaining Unit Position:** No  
**Date Written/Revised:** July 2018

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### POSITION SUMMARY:

Responsible for mixing paints, matching colors, preparing surfaces, and applying paint to these surfaces. May perform touch-ups or coordinate large painting projects related to the university facilities development projects

### ESSENTIAL FUNCTIONS:

- Preparing painting surfaces by washing walls, repairing holes, or removing old paint
- Mixing, matching, and applying paints and other finishes to various surfaces
- Providing decorative and faux finishes as the project requires
- Handling planning and prep work in an efficient manner
- Preparing the surrounding area by covering with cloth or plastic to prevent messes
- Moving furniture and equipment as necessary to reach the entire surface of the project
- Calculating the amount of materials and time required for said project
- Removing fixtures such as door knobs and light switch covers
- Taping off areas as needed
- Choosing and purchasing paint, brushes, and other supplies from vendors
- Quoting and negotiating job prices
- Cleaning up supplies and replacing fixtures when project is complete
- Communicating with clients to ensure they're getting the look they're hoping for

### SECONDARY FUNCTIONS:

- Other Duties/Projects as Assigned by Director of Purchasing, Sustainability, Facilities Development

### SPECIFIC JOB KNOWLEDGE, SKILLS AND ABILITIES:

Understanding of Color Theory and Various Finish Types (Although On-The-Job Training May Be Provided); Ability to Climb Ladders; Ability to Carry Heavy Equipment (Including Painting Tools and Heavy Buckets of Paint); Ability to Stand for Long Periods of Time; Attention to Detail; Excellent Communication Skills; Good Customer Service Skills (When Assisting University in Choosing the Right Materials); Good Math Skills for Calculating Surfaces and Equipment Requirements; Outstanding Physical Dexterity; Strong Ability to Follow Directions; Exceptional Sense of Creativity

**ORGANIZATIONAL RESPONSIBILITY:**

No direct reports

**QUALIFICATIONS:**

**Education:** High School Diploma or GED Certification Preferred

**Experience:**

**Licenses or Certificates:**

**Additional Requirements:** A background and/or credit check will be required of the successful applicant. An official transcript (if applicable) and names, addresses and phone numbers of three (3) references will be required of the successful applicant.