

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Painter 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
17700.1 Building Maintenance Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:00 a.m. - 4:00 p.m.

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	<p>Wearing appropriate protective gear (e.g., respirator, coveralls, protective footwear) paints, stains, varnishes &amp; applies vinyl to interior &amp; exterior surfaces of buildings &amp; other structures (e.g., walls, ceilings, stairwells, fixtures, furniture, signs, fences, picnic tables &amp; equipment) with rollers, brushes &amp; sprayers. Prepares area before painting (e.g., covers areas with drop cloths; hand/power washes, scrapes, burns, &amp; sands surfaces as needed; removes loose plaster; fills cracks &amp; holes; masks/tapes areas; degreases or deglosses surfaces; sets up ladder &amp; scaffolding; moves furniture). Tapes &amp; applies finish spackling to new drywall. Sands newly finished spackling; prepares walls for primer. Mixes &amp; matches paint &amp; other surface coverings (e.g., varnishes, stain, tint lacquers, wood fillers, glazes); applies multi-spec paint using paint sprayer. Power washes &amp; seals concrete &amp; pavement; operates line stripper; cleans equipment &amp; work area. Repairs defects in plaster; caulks windows, doors &amp; other areas as needed. Applies putty on small defects in woodwork &amp; furniture before repairing &amp; refinishing. Replaces broken glass in windows. Hangs new vinyl wall coverings &amp; repairs existing vinyl surfaces.</p>	<p>Knowledge of (1) safety practices &amp; required safety gear/equipment; (2) Material Safety Data Sheets; (3) basic math plus fractions, decimals &amp; percentages; (4) painting, refinishing &amp; glazing procedures. Skill in (5) use of tools &amp; equipment associated with painting (e.g., respirator, rollers, sprayers, sanders, brushes, power washer, line stripper, paint pumps, HLVP equipment). Ability to (6) understand procedures &amp; solve practical, everyday problems; (7) stand, walk or bend continuously; (8) lift, push, pull or otherwise move up to 50 lbs. repeatedly; (9) move limbs/fingers easily to perform manual functions repeatedly; (10) carry out detailed but basic written or oral instructions; (11) recognize safety warnings &amp; take appropriate action; (12) work alone on most tasks &amp; cooperate with co-workers on group projects; (13) obtain &amp; maintain a valid Ohio driver's license.</p>
20	<p>Orders &amp; inventories paint, materials &amp; supplies; writes work orders &amp; records work performed; operates a motor vehicle to transport paint &amp; equipment to job site; caulks tubs, windows &amp; exterior cracks; performs concrete &amp; cement work &amp; lays bricks. Estimates work requirements for each project.</p>	<p>Knowledge of 1, 2, 4, (14) inventory control* Skill in 5 Ability to 6, 7, 8, 9, 10, 11, 12, 13</p>
10	<p>Inspects completed assignments; maintains exhaust system &amp; equipment (e.g., power sprayers, paint pumps, line strippers, HVL P equipment).</p>	<p>Knowledge of 4, Skill in 5 Ability to 6, 7, 8, 9, 11, 12, 14  *developed after employment</p>

POSITION CONTROL NUMBER  
17703.0

CLASS TITLE  
Painter 1

CLASS NUMBER  
52251

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman*    06-21-03

Apd 7-17-03 CB