

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Painter Foreman

CLASS CODE: 3245

GENERAL DESCRIPTION OF DUTIES:

Incumbents supervise a crew of journey-level painters and painter helpers and participate in painting projects.

DISTINGUISHING CHARACTERISTICS:

This is the advanced journey-level trade classification in the Trade Series– Painter Group job family within the City of St. Louis. Incumbents within this classification perform a variety of moderately complex to complex duties. The distinguishing characteristics of this classification within the series include responsibility to supervise journey-level painters and painter helpers.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Orders materials, supplies and equipment needed to complete jobs.

Estimates project costs.

Participates in painting projects and performs painting and related duties.

Cleans, maintains and performs routine repairs on equipment.

Prepares surfaces for painting. Repairs plaster, cleans surfaces, scrapes/removes loose paint, sandblasts surfaces.

Mixes and tints paint. Applies primer and finish coats through hand application or spraying.

Repairs wood for refinishing. Refinishes wood.

Removes and replaces window glass.

Hangs wall coverings.

Lays out and stripes parking lots.

Lays out and stencils signs.

Sets up and removes ladders and scaffolding.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train subordinates. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, and perform complex rapid adjustment on equipment, machinery and tools such as painting rollers/brushes, scrapers, common hand and power tools, ladders, scaffolding, stencils, sandblasting equipment, compressor, paint sprayer, glass cutter, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as work orders, job estimates, requisitions, time sheets, job applications, leave requests, performance appraisals, blueprints, technical operating manuals, procedures and guidelines.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, leading, teaching, planning and coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, heights, toxic/poisonous agents.

Physical Requirements:

Requires the ability to lift, push and pull carts, ladders, painting equipment and signs up to fifty (50) pounds. Requires manual dexterity to paint and perform related tasks.

Requires the ability to stoop, kneel, bend, twist balance and climb while painting and making signs.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors and shapes associated with job-related objects, materials and tasks. Incumbents are required to recognize colors and shapes to paint and letter signs. Requires the ability to distinguish object at close range.

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