Saint Michael's College
Job Description

Job Title: Paint and Glass Technician

Department: Facilities, Paint Shop

Supervisor or Manager: Supervisor of Painters

Date Created: 12/13/05 Last Revised: 12/13/05 FLSA Status: NE

Approved by (print name): ________________________ Signature: ________________________

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives of the Position:
- Interior and exterior painting, windows and glass doors and all other related work to maintain the functionality and appearance of the campus buildings is maintained
- Strategic planning, problem solving and decision making takes place regularly to support successful outcome of projects
- Work orders spanning many scopes are carried out, using painting and some basic carpentry skills
- Other trades are supported in their maintenance duties, tools are maintained and new materials are learned as needed

Essential Duties and Responsibilities:
- Repairs broken windows, glass and screens for safety concerns
- Paints interior and exterior of campus, often requiring pre-washing of walls
- Performs drywall repairs, taping and sanding
- Applies finishes to most surfaces (shower bases, floors, brick faces, etc.)
- Leads crews of temporary painters in summer
- Works night shift and/or off shift as required to maintain appearance of campus and to paint areas with limited access
- Maintains working knowledge of materials, tools and procedures for painting, taping and glazing
- Makes decisions and plans how a project will be accomplished
- Problem solves and assesses damage
- Works with and directs contractors and vendors
- Makes signs on sign machine
- Supports Upholsterer

Secondary Responsibilities:
- Oversees Paint Shop in supervisor’s absence
- Helps with cost and time estimates
- Teaches faculty, staff and students how windows operate

Positions Supervised:
- Work-study students
- Temporary summer staff

Position’s Major Contacts:
- Students, staff, faculty
- Facilities department
- Contractors
- Vendors

Demonstrates Excellence in this Position:
- Plans, problem solves, make decisions and works well with other Facilities tradespersons and community members
- Supports the Supervisor of Painters in his/her mission to keep up the campus in appearance and function
Performs work with flexibility, effective prioritizing and ability to work independently
Meets work schedule in a safe and efficient method
Displays in-depth knowledge of all surfacing materials typical of an institutional setting

**Education and Work Experience Required:**
- High school diploma plus some post-secondary education, work experience, or specialized training
- Building trades knowledge and basic carpentry with proficiency in tool operations
- 3 years experience in painting or a combination of relevant skills
- Maintenance experience preferred

**Analytic Skills Required:**
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

**Language and Literacy Skills Required:**
- Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

**Computer/Technology Skills Required:**

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<th>Working Knowledge</th>
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- Internet-based work order system - working knowledge
- Sign machine software - working knowledge
- SMC work order system - working knowledge

**Licenses, Certifications and Other Requirements:**
- Must meet driver’s eligibility requirements as stated in the Saint Michael's College Vehicle Use Policy

**Physical Demands:**
Work is often performed in a typical non-office environment requiring:
- Standing and/or walking for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Basic agility for lifting and maneuvering large amounts of weight
- Communication skills using the written and/or spoken word
- Vision sufficient to see objects within normal parameters, peripherally and at a distance
- A great deal of physical effort, often required to balance, stoop, kneel, crouch or crawl
- Some degree of exposure to physical risk

While performing the duties of Paint and Glass Technician the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.
Additional Requirements for the Job:
- Comfort working a maintenance position with little, if any, construction projects
- Availability for rotational emergency call, extra hours, off shift hours and some evenings during the school year
- Use of personal vehicle
- Must be able to tolerate working at various heights, in confined spaces and in extreme temperature conditions

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.