



## JOB INFORMATION

Job Code:	179400
Job Title:	Painting Supervisor
FLSA Status:	Non-Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Trades/Maintenance
Job Family Group:	Facilities Management and Construction
Management Level:	7 Individual Contributor

## JOB SUMMARY

Supervises standard painting procedures. Provides customer service and supervises staff, organizing, monitoring and evaluating work processes to obtain a standard of timely work completion.

## JOB QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		High school or equivalent	
	X	Related undergraduate study	

### Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	And
	X	1 year	in a leadership role

### Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Proven experience painting and performing standard trade-related procedures.
X		Working knowledge of painting methods, materials, tools, and equipment.
X		Expertise in matching colors.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience with city and state building codes, OSHA rules and regulations, standard safety practices and equipment, and other requirements for workplace safety.
X		Experience with painting and gas codes.
	X	Proven leadership experience.
	X	Experience painting in a campus environment.

## Licenses

Req	Pref	License(s)
X		Valid California Driver's License

## Other Job Factors

- May be required to own designated hand tools.
- Must be willing and able to work on high scaffolding.

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Performs standard paint, furniture refinishing and decorating tasks, as required. Performs repairs and responds to emergencies, as necessary.				
Responsible for supervising painting of both interior and exterior areas and equipment. Inspects surfaces and equipment to be painted for damage from corrosion, weathering, and deterioration. Determines the most appropriate method of preparing surfaces and the type of paint or other protective coating to be used. Ensures all applicable safety guidelines are followed.				
Provides supervision and leadership within a team responsible for various patch, paint, drywall, and framing needs. Evaluates work progress and completion of work orders. Distributes work orders and schedules appropriate paint technicians to meet service standards. Assists in the hiring of paint staff as needed. Disciplines paint staff as necessary.				
Manages customer service-related needs. Manages project work orders related to paint tasks. Keeps records and makes reports of work of assigned crews. Provide detailed documentation of work performed along with the materials used. Estimates, calculates and provides the full cost of the work with labor and material.				
Manages equipment and materials for the team. Estimates material requirements. Procures and distributes appropriate materials. Ensures products and materials meet all applicable legal and environmental standards.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>	No

**ACKNOWLEDGMENTS**

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.