

## Painter Foreman

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### **DEFINITION**

This is advanced foreman level work in the Painting and Decorating trade. An employee of this class supervises and coordinates the activities of tradesmen and painting contract inspectors engaged in various duties of the trade.

The Painter Foreman assists painting contract inspectors in creating deferred and planned maintenance items as well as plans for both tax levy and none tax levy customers. The Painter Foreman works closely with the painting contract inspectors to determine work flow of contractors and in-house resources. This includes coordinating the specifications for Control Order Contracts, assigns work through SAP plant maintenance system, assists with the planning and scheduling, provides technical expertise, and may perform the contract work itself.

The Painter Foreman supervises and coordinates the activities of tradesmen engaged in the preparation of surfaces and the application of protective and decorative coatings to items such as buildings, furniture, equipment and signs. The painter foreman may also perform journeyman level work in addition to the inspection of the work during progress, upon completion, as well as pending projects; estimating costs; requisitioning supplies; keeping records; preparing reports; etc. The Painter Foreman also assists the tradesmen with day to day graffiti abatement for the City of Edmonton's Capital City Cleanup program.

Technical assistance, oral and written instructions, plans, specifications and preventive maintenance schedules are received from a supervisor who evaluates performance through consultations, inspections, cost reviews and feedback from field personnel.

### **TYPICAL DUTIES** \*

Plans, schedules, assigns and supervises the work of subordinates performing painting and decorating work in the shop and throughout municipal buildings and facilities.

Assigns preventive, corrective, demand and maintenance orders to Painting Contract Inspectors. Plans and schedules Painting Contract Inspectors duties during shutdowns. Conducts on site progress meetings with Painting Contract Inspectors.

Interviews, hires and releases casual employees.

Inspects work in progress and upon completion for adherence to trade standards and observance of safety regulations and practices, and conducts Hazard Assessments.

Organizes monthly safety tailgate meetings and provides minutes to both the Structural Supervisor and Director. Perform monthly on site safety inspections of staff.

Conducts inspections of premises to determine painting needs; discusses colour schemes and other specific requirements with departmental officials; estimates cost of projects by preparing list of material and labour requirements.

Prepares and reviews completed work orders for accuracy and cost effectiveness.

Maintains contact with suppliers to keep abreast of prices, new products, etc.; tests samples on various surfaces.

Requisitions material and equipment.

Prepares painting specifications for tender.

Prepares employee time sheets; maintains cost records; writes monthly and annual reports; assists in budget preparation.

Performs other related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of the properties of paint, lacquer and related finishes and the correct proportions and proper techniques for mixing, blending and applying paints or finishes to wood, metal or other materials.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Knowledge of supervisory practices and principles and ability to effectively plan, assign and inspect the work of subordinates.

Ability to communicate effectively with superiors and subordinates and to understand and execute oral and written instructions and to interpret plans and specifications.

Ability to maintain time and material records and to prepare reports and cost estimates.

Skill in the mixing of paints, matching and blending colours, and in applying paint and other finishes with brush, roller and spray gun.

Demonstrated SAP plant maintenance system ability.

Demonstrated Microsoft and Outlook ability.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Certified Alberta Journeyman in the trade of Painter and Decorator. Five years of progressively responsible experience at the journeyman level in painting and decorating, including at least six (6) months experience at a contract inspector level. Demonstrated supervisory ability and completion of leadership/supervisory training including Foremanship Level I and Leading People for Results or the equivalents recognized by the City of Edmonton. Possession of a Class 5 Alberta Motor Vehicle Operator's Licence.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0058			
Grade	088			
Last Updated:	2010-01			
Previous Updates:	1991-08, 1979-01			
Originated:	1976-08			