



Job Title: Shop Leader – Painters

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 23



JOB SUMMARY

The purpose of this position is to coordinate and oversee a wide variety of skilled painting maintenance and finishing work of interior and/or exterior surfaces.

ESSENTIAL JOB FUNCTIONS

- Coordinates, inspects, and performs operation of a wide variety of skilled work involving the repair and painting of automotive and equipment body work; Assigns work and projects to personnel and reviews project status.
- Supervises entry level and skilled trades workers in the absence of the assigned supervisor.
- Instructs and trains personnel and directs the accomplishment of unusual problems and activities.
- Reviews incoming maintenance requests and work orders to determine manpower, tools, equipment, and materials requirements.
- Performs highly complex maintenance and repairs on interior and exterior surfaces of buildings, furniture, and various equipment and facilities; May coordinate and instruct the work of entry and journey level Painters; Assists entry level staff in the completion of complex or highly skilled maintenance and repair work.
- Plans and prepares all facets of painting projects, e.g., cleaning, caulking, masking, assembly of scaffolding, spackling floating mud, mixes and prepares paints and finishes.
- Removes old paint and finishes from surfaces; Prepares surfaces using sandblaster, sandpaper, wire brushes, steel wool, and/or scraper, and stripping compounds; Fills nail holes, cracks, and joints with putty, plaster or other filler.
- Applies coats of paint, varnish, stain, enamel, or lacquer to decorate and/or protect interior or exterior surfaces, trimmings, and fixtures of buildings and other surfaces.
- Performs painting maintenance and repair work to woodwork, shelving, furniture, and cabinetry; Applies specialized wall and ceiling covering; May make limited repairs to drywall and ceilings.
- Paints surfaces using different techniques and tools, e.g., feather, brush, roller, cloth, airless spray equipment, and/or conventional spray equipment.

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- Ensures all waste and hazardous materials are disposed of in accordance with prescribed safety policies and environmental procedures; Maintains cleanliness of painting facilities and equipment; Maintains inventory of materials.
- Performs all work in compliance with all applicable codes, standards, and regulatory requirements.
- Moves or assists in the removal of furniture and other heavy equipment to facilitate painting; Assists other trades workers with special projects involving painting and various maintenance work.
- Operates various automobiles and transport vehicles, e.g., car, utility truck, and/or utility van.
- Completes necessary paperwork and reports as it relates to work projects.
- Performs various administrative duties, e.g., communicates and negotiates claims and repairs with insurance companies; Estimates time and materials for repairs.
- Maintains various records and reports, e.g., job records, work orders; Inventory supply for parts, equipment, machinery, and tools; Material requests.
- Conforms to safety standards as prescribed.
- Performs other duties assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED or other equivalent and up to one (1) year of specialized or technical training beyond high school.
- Six (6) years of commercial experience in skilled painting work, to include experience in a senior position.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Must possess and maintain a valid Driver License.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of supervisory principles and practices.
- Requires the ability to display knowledge of tools, methods, materials, and techniques of the specialty area.
- Requires the ability to display knowledge of operation and maintenance of hand and power tools.
- Requires the ability to display knowledge of occupational hazards and safety precautions.
- Requires the ability to act as a lead worker.
- Requires the ability to use of power and hand tools and any equipment and machinery of the specialty area.
- Requires the ability to plan and accomplish assigned jobs.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to sit, stand, and walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 100 pounds.

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WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: March 18, 2025, effective July 1, 2024