

The University of Texas at San Antonio

Job Description

Job Title: Graphics/Protective Coatings Supervisor
Code: 15240
Salary Grade: 58
FLSA Status: Non-Exempt
Department/Division: Facilities Services
Reports To: Maintenance Manager

Summary

- Function: To direct the painting and decorating of the interior and exterior of buildings, equipment, and furniture.
- Scope: Responsible for planning and supervising painters and for maintaining records of the work department.

Duties

- Typical:
 1. Plans and schedules the work and assigns workers to specific jobs.
 2. Makes periodic checks of condition of paint throughout the institution and reports findings to superiors.
 3. Oversees ordering of materials required for worker duties; inspect, procures, and calls in work orders for maintenance.
 4. Confers with customers to determine needs and timelines; and coordinates with other shop leaders when necessary.
 5. Perform other duties as assigned.
- Periodic:
 1. Consult with various personnel concerning general maintenance and painting.
 2. Helps provide data for job-cost estimates.

Education

Required	Preferred
High School diploma or GED.	Supplemental vocational school training.

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Four years of skilled/journeyman level experience as a painter including one year in a supervisory capacity.	Four years of skilled/journeyman level experience as a painter including two or more years in a supervisory capacity.

Equipment

Required	Preferred
Use of all paint tools, brush, roller and spray.	Special coating application.

Working Conditions

Usual	Special
Work is sometimes off the ground, on ladder or stage and sometimes in very restricted areas requiring bodily strain and discomfort.	Danger of falls and solvent inhalation.

Supervision

Received	Given
Review of operational effectiveness with some specific instructions on more technical/complex assignments.	Supervise several skilled painters and several semi-skilled or unskilled workers.

Accuracy

Proficiency in use of tools, layout of jobs and color matching.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
