

Student Lead Worker-Painting

Job Description

Purpose:

Student Lead Workers in painting are to help in the supervision of Painting Student Workers; they also help to perform tasks and assist regular staff in performance of painting duties and other assignments throughout campus. Tasks will not be limited to just supervision but also painting and other duties as assigned. Student Leads will also run work crews to perform project work as assigned. This is a working supervisor position.

Job Duties:

1. Student Leads are responsible for assisting regular staff in assigning work, keeping track of work performed and completed as well as making sure work is performed to a high standard that meets the deadlines and goals that have been set.
2. Set up staging, wash, sand, scrape, size surfaces, apply plaster or repair damaged areas on interior walls and ceilings.
3. Prepare surface and paint interior and exterior walls, ceilings, floors, woodwork, cabinets, and bookcases.
4. Prepare supply needs list and coordinate through supervisor.
5. Responsible to oversee and complete all clean up at the end of the day and job.
6. Assist in daily scheduling of student workers and to run project work crews to complete tasks.
7. Assist in keeping track of student worker absences, reporting all absences & tardiness as well as any job performance concerns to supervisor.
8. Provide excellent customer service to internal as well as external customers.
9. Write descriptions of work completed, worker performance concerns, and complete reports as needed.
10. Assist in completion of end of term and or end of summer student worker evaluations.

Knowledge, Skills and Abilities:

1. Must be able to bend over, squat, stoop, reach overhead, climb ladders and stairs, stand for long periods of time, work in hot, dusty conditions, work inside and or outside in all weather conditions, and lift a minimum of 50 lbs.
2. Must be dependable, reliable, honest, trustworthy and punctual as well as lead student workers by setting a positive example.
3. Self- starter who is able to take on responsibility for completion of projects as assigned.
4. Ability to follow oral and written instructions, complete and follow all safety training as required.
5. Ability to communicate effectively with fellow workers, supervisors and custodial staff as well as with all outside customers.
6. Demonstrate a willingness and ability to learn new tasks and use various painting equipment and power tools.
7. Must wear closed toe shoes (no sandals or flip flops allowed), long hair should be secured to prevent possible injury when using equipment, and wear clothing appropriate to working and cleaning in a university environment (no short shorts, low cut tops, or anything else that could be deemed inappropriate or unsafe).
8. Follow all safety rules, including wearing all safety and personal protective equipment as required, as well as all department and campus rules and procedures.
9. Prior painting experience preferred.