
Auburn University Job Description

Job Title: **Asst Supv, Paint & Sign Shop**

Job Family: No Family

Job Code: **NB26**

Grade 31: \$31,300 - \$52,100

FLSA status: Non-exempt

Job Summary

Provide on-site supervision of specific paint projects by managing secondary paint shop functions and performs administrative and supervisory functions as assigned by the supervisor of the paint shop.

Essential Functions

1. Conducts inspection of projects during and after to assure that the work is done properly.
2. Communicates with supervisor to keep them aware of activities within the department.
3. Prepares written job estimates for customers.
4. Maintains stock of supplies and materials for paint project.
5. Assists with annual budget preparation.
6. Prepares surfaces for painting.
7. Paints surfaces using appropriate tools and materials according to work orders and code
8. Cleans equipment, tools, and shop area including disposing of hazardous products to maintain a safe area and equipment operational.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in paint project management and paint application

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of various paints, varnishes, and finishes, and the paint applications process.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, talking, handling objects with hands, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 1/5/2012
