



**Job Title:** Paint Foreman

**Exemption Status/Test:** Non-Exempt

**Reports to:** Supervisor Painting and Filter Crew

**Date Revised:** April, 2016

**Dept. /School:** Maintenance

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**Primary Purpose:**

Working Foreman leads paint crew in the preparation and application of latex paints, enamels, acrylics, stains and other approved products to protect the interior and exterior of Garland ISD buildings.

This job is an evening shift position, hours are from 2:00 p.m. to 12:30 a.m., four days a week and ten hours per day.

**Qualifications:**

**Education/Certification:**

High School Diploma or GED  
Valid Texas driver's license with good driving record

**Experience:**

Minimum five (5) years' experience commercial or residential painting  
Minimum two (2) years' experience as a lead person or supervisor

**Special Knowledge/Skills:**

Knowledge of all types of paints, primers and industry coatings and how they are applied  
Knowledge of paint equipment such as: airless spray rigs, striping machines, scaffolding systems, ladders, tape and bed tools, lift equipment (scissor, one man, drivable four wheeled units), power washers etc.  
Ability to supervise large crews and projects.  
Good written and oral communication and interpersonal skills  
Computer proficiency in Microsoft Word, Excel and Outlook  
Ability to work evening shift 2:00 pm to 12:30 am.

**Major Responsibilities and Duties:**

1. Oversee the painting work crews on a daily basis in the preparation and application of paints, primers and finishes to the interior and exterior of buildings in the Garland ISD.
2. Oversee the safety of all workers, making sure that proper PP&E is being issued and used during work hours.
3. Ability to complete painting projects meeting timelines and completion dates.
4. Communicate with Principals, Administrators and staff about paint work at their campuses, job start dates, completion dates and quality of work being done.
5. Communicate with work crews and fellow employees about on the job expectations.
6. Ability to open and close work orders, keeping track of man hours, materials, purchase orders and P-Card purchases logged on each work order.
7. Order materials on a daily basis, have materials in the shop and delivered to the job site for paint crews.
8. Ability to estimate and give quotes for painting work and projects with timelines and completion dates.
9. Perform all other tasks and duties as assigned.

**Supervisory Responsibilities:**

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals; may use small hand tools and power tools; light truck or van

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; may work in tiring and uncomfortable positions.

**Motion:** Frequent walking; climbing stairs; ladders/scaffolding; regular grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Regular moderate lifting and carrying (15-44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, noise, vibration; exposure to chemical and electrical hazards; work around machinery with moving parts; regularly work irregular hours; occasional prolonged hours; frequent districtwide travel

**Mental Demands:** Maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.