

TENTATIVE

Occ. Code 7120220

TRADES SUPERVISOR (PAINTER), GRADE 14

New York State Department of Civil Service

Classification Standard

BRIEF DESCRIPTION OF CLASS

Trades Supervisors (Painter) supervise painters and other workers in preparing surfaces and applying paint, varnish and other finishes and stains to decorate and protect building interior and exterior surfaces, fixtures, structures, furniture, equipment and materials.

DISTINGUISHING CHARACTERISTICS

A Trades Supervisor (Painter) is a working supervisor of skilled journey-level painters and semiskilled and unskilled positions in the painting trade and occasionally other trades such as plastering. Incumbents assign staff to a project, plan and lay out work, provide assistance and instruction and inspect work. All positions are in the non-competitive jurisdictional class.

In State facilities where the volume of work in a single trade is insufficient to warrant a supervisor position in a specialized trade, a Maintenance Supervisor

1 supervises positions in various trades in the skilled, semiskilled and unskilled levels.

RELATED CLASSES

Employees engaged in supervising other building and maintenance trades positions performing specialized activities are classified under a variety of titles such as Trades Supervisor (Mason & Plasterer), Trades Supervisor (Carpenter) and Trades Supervisor (Electrician).

ILLUSTRATIVE DUTIES

A Trades Supervisor (Painter) performs the activities and tasks listed in the Classification Standard for Trade Specialist (Painter) Occ. Code 7120110.

In addition, a Trades Supervisor (Painter) supervises and plans the work of a subordinate maintenance staff of skilled, semiskilled and unskilled employees.

- Examines buildings, fixtures, equipment, furniture and other material to determine the need for painting or staining and estimate the labor, materials and costs for projects.

- Schedules projects after discussion with other trades supervisors and facility staff to avoid interference with their work.
- Assigns staff to each project providing oral instruction.
- Mixes and matches paints and stains to be used according to instruction or samples.
- Oversees the construction of scaffolding so that safety precautions are observed.
- Observes and inspects projects while in progress and when completed to ensure work is finished on schedule and according to plan.
- Inspects work performed by outside contractors to ensure conformance with project specifications.
- Keeps written records of work performed and labor materials used.
- Orders paint, stain and materials to perform specific projects and replaces those used in the course of work.

- Periodically prepares written evaluations of the work performance of subordinate staff.

INDEPENDENCE OF OPERATION

Trades Supervisors (Painter) are generally supervised by higher level trades positions such as Maintenance Supervisors who assign projects and provide plans and oral instructions.

The projects assigned are occasionally inspected by the supervisor but the incumbents work with considerable independence that is characteristic of the trade.

COMMUNICATION

Trades Supervisor (Painter) activities are characterized by frequent oral communications in assigning work, giving instructions and supervising a subordinate crew. Oral communications are also conducted with other trades supervisors working on a project. Written progress reports following a standard format are prepared periodically for the supervisor on projects under way.

On occasion, a Trades Supervisor (Painter) may be expected to orally communicate with facility staff to discuss the timing of the project and when it will be completed.

SUPERVISION EXERCISED

Trades Supervisors (Painter) supervise a staff by assigning work, giving instructions and assistance and observing and inspecting the project to ensure the plans have been followed, schedules met and safety regulations observed.

MINIMUM QUALIFICATIONS

Non-competitive: one year of experience as a skilled journey level painter subsequent to the completion of an apprenticeship or equivalent training and experience.

NOTE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.