



Job Title: Paint Shop Foreperson

Department: Maintenance
Reports To: Maintenance Manager
Grade: MT-16
Number of Days: 12 Months
Security Access: 24-7 District-Wide Access
Current Date: March 3, 2017
Overtime Status: Non-Exempt

Mission and Vision: Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

Core Values: Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

Position Summary: The Paint Shop Foreperson will be responsible for the day to day operations of the Paint Shop. Assign tasks/ work orders to employees and specify methods to coordinate the workflow to facilitate the completion of all jobs. Will coordinate projects with other crafts and manage work crews in a manner that promotes a high job completion rate with quality workmanship. Stock and inventory supplies, parts and materials to complete job assignments.

This position includes the supervision of the labors, glaziers, flooring, and brick mason and all associated work related to these skilled trades.

Minimum Qualifications:

- Must have at least 5 years of experience related to painting. Additional experience in flooring, glazing, and masonry is highly recommended.
- 2 years of supervisory experience.
- High School diploma or GED is required.
- Must be a self-starter, highly motivated, have a positive attitude and capable of relating to management, staff and other employees.
- Must be conscientious, exhibit good workmanship in all areas of trade.
- Must maintain a current and valid Oklahoma Driver License.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Will supervise, train, and coordinate the activities of the Paint Shop.
- Will provide cost estimates as requested to our internal and external customers.
- Will conduct quality inspections of work in progress.
- Will enforce all State, Local, and Federal building codes, safety codes, and OSHA requirements.
- Will maintain an accurate inventory of material and tools.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must be proficient at blueprint reading.
- Have the ability to do layouts and have mathematical and analytical skills necessary to interpret job cost and reports.
- Must know and follow required Asbestos handling regulations as it pertains to non-regulated Asbestos materials.

Supervisory Responsibility:

- The Foreperson supervises, trains and coordinates the activities of Paint Shop employees.
- Demonstrate the ability to effectively supervise, direct and motivate employees.
- Coordinate projects with other crafts and manager work crews in a manner that promotes and high job completion rate and ensures quality workmanship.

Working Conditions: Exposure to the following situations may range from rare to frequent based on circumstances and factors that may not be predictable.

- Must be willing to work in all types of environments including attics, tunnels, and small enclosures.
- Must be able to climb ladders and work out of a mechanical lift or scaffolding.
- May occasionally be required to work during the weekend or on a holiday.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is equal opportunity employer and does not discriminate against persons because of

age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.