

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: NEW POSITION EXISTING POSITION
(allocated)

PART I - Position Information. Items 1 through 12 to be completed by department

1. Agency Name: Kansas State University
9. Position Number: W0005464
10. Department ID: 3670009200

2. Employee Name (leave blank if position vacant)
11. Present Class Title (if existing position): Painter

3. Division: Vice President for Student Life
12. Proposed Class Title

4. Section: Housing and Dining Services

5. Unit: Facilities Management

6. Location (address where employee works)
City: Manhattan County: Riley

7. Type of Appointment (Circle)

Full Time Part Time 100%
School Employee

H	13. Allocation	Painter
U	Supervisory Status:	yes/no
M	FLSA CODE:	nonexempt/exempt
A		
N		
R	14. Effective Date:	11/2/09
E	15. By:	Approved: [Signature]
S	16. Audit(s)	
O	Date:	By:
U	Date:	By:
R		
C	17. Position Review(s)	
E	Date:	Date:
S	Date:	Date:

Limited Term ending date (if applicable):

8. Regular hours of work: (enter appropriate time)
FROM: 8:00 AM/PM TO: 5:00 AM/PM OR 7:30 AM to 4:00 PM

PART II - Organizational Information. To be completed by department head or supervisor of the position.

18. a) Briefly describe why this position exists. (Include how the position relates to the purpose, goal, or mission of the unit.)
This position exists to maintain high standards of maintenance and repair of living and learning facilities for students, faculty, staff and guests of Kansas State University.

b) If this is a request to reclassify a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of the incumbent in this position? (Who assigns work, gives directions, answers questions and evaluates.)
Name: Vicky Wanamaker Title: Physical Plant Supervisor Position Number: W0017725

List other individuals who may provide input for evaluation purposes.
Name: Skyler Harper Title: Assistant Director Position Number: W0005434

20. a) How much latitude is employee allowed in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.
Employee is given latitude to make minor procedure decisions concerning job assignments. Assignments are made orally, through the on line work order system or written instructions giving dates, times, etc. for assignments.

21. Describe the work of this position using this page and/or one additional page only. (Please use the following format to create task statements for actual job duties:)

What is the action being done (use an action verb); **to whom or what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***how** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task, state: Who reviews it? How often? What is it reviewed for?

Number each task and indicate percent of time and identify each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incidental or minimal part of the position or one that can be performed with assistance or by another individual. **OFFICIAL DETERMINATIONS ARE MADE BY CLASSIFICATION SERVICES.**

*The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

No.	%	E or M	
1.	40%	E	Prepares and finishes interior surfaces by using ladders, scaffolds, and protective covering on furniture and floors; using technical knowledge to determine materials, tools, and equipment; removes old finishes using chemical removers, hand tools and power tools. Cleans, patches, plasters and sands. Mixes, blends, tints, prepares primers and finish coats for application by brush, roller, and spray gun so proper quantity and quality is achieved.
2.	25%	E	Prepares and finishes exterior surfaces by using scaffolds, ladders and mechanical lifts. Surfaces are cleaned, stripped, scraped, etc. following all appropriate safety regulations and procedures; leaving areas prepared for the prime and finish coats to prevent deterioration. Water and weatherproof masonry walls, decks and other like areas by cleaning, caulking, glazing, sealing and/or painting.
3.	10%	E	Prepares and finishes dry wall areas by applying tape, a variety of patching products and joint compound using correct Equipment (putty knives, 3" to 12" sheet rock knives) to achieve proper surfaces for paint application. Textures ceilings using proper materials and equipment (spray, crows foot, etc.).
4.	10%	E	Installs, patches or replaces ceramic and quarry tile by removing broken pieces, repairing substratum, cleaning surface, selecting matching tile, using proper mastic to affix new tile; grout joints, caulk corners and outside edges, and seal surfaces so walls and floors are protected against further damage and deterioration.
5.	7%	E	Under the direction of a Painter Senior, assists in the preparation and application of epoxy floors where instructed to water proof, seal, and/or increase skid resistance to floor areas in dining centers, showers and any other required area to protect against damage and deterioration.
6.	5%	E	Selects, uses, maintains and protects tools and equipment by using proper cleaning techniques and materials, making needed repairs and storing items in a proper and secure location so they are readily available for future use.
7.	3%	M	Keep accurate records of materials and hours used per project for future reference. Correctly and completely fill out time and leave information or other required forms and submit to supervisor as required. May serve as lead worker on assigned projects. Performs other related duties as assigned.

General: Assignments reviewed periodically by supervisor for quality and quantity of work completed. Use correct lifting techniques in all lifting situations. Uses Personal Protective Equipment (safety glasses, gloves, ear protection, respirator, etc.) and any other precaution needed to insure public and individual safety.

22. a) If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.
- Lead worker: Assigns, trains, schedules or oversees work of others.
 - Supervisor: Plans, staffs, evaluates, and directs work of employees of a work unit.
 - Manager: Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b) List the class titles, and position numbers of all persons who are directly supervised and evaluated by employee in this position.

Title	Position Number
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Hourly Student Employees
Temporary Classified Employees
Classified Dining Services Employees - summer months

23. Which statement best describes the results of error in action or decision of this employee?
- Minimal property damage, minor injury, minor disruption of the flow of work.
 - Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - Major program failure, major property loss, or serious injury or incapacitation.
 - Loss of life, disruption of operations of a major agency.

Please give examples and describe consequences of action.

Preventative maintenance results in less deterioration of property. Renovation projects often use custom finishes which are expensive. In both maintenance and renovation projects, jobs/tasks are assigned in sequence to insure proper application and cause the least amount disruption for residents. A breakdown in sequence can cause improper application which could mean added expense to repair or replace and may cause delays in availability of living and learning facilities. Failure to follow lead safety guidelines and /or department safety procedure could cause serious injury to employees, residents and /or the public.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Work assignments are reviewed daily with other employees. Contact with the public, residents, and other officials are also daily because of the service nature of the trade (painting) and the locations of the job sites.

25. a) What hazards, risks or discomforts exist on the job or in the work environment?

1. Working on elevated surfaces - ladders, scaffolds, lifts, etc.
2. Paint, solvents, and related chemicals - fumes and corrosive properties
3. Sanding /Grinding Dust
4. Operating power equipment
5. Working in asbestos environment
6. Lead paints and wastes
7. Glass Hazards
8. Noise Hazards

b) Describe any methods, techniques, procedures or equipment that must be used to ensure safety for equipment, employees, clients and others.

Departmental safety guidelines and manufacture guidelines must be followed when working with any of the above to ensure individual and public safety. Personal protection equipment is provided and should be used where appropriate and mandated.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which each is used.

Radio - daily
Spray equipment - occasionally
Sander/grinder - weekly
Air compressor - daily
Tile saw - monthly
HEPA vacuum / dust collection system - daily
Hand tools/ small power tools/ protective coverings - daily
Personal Protective Equipment - daily
Ladders - daily
Scaffolds / Lifts - monthly
Brushes and rollers - daily
Computers - daily
Service vehicles - daily

PART III - Education, Experience and Physical Requirements Information.

27. MINIMUM REQUIREMENTS as stated in the State of Kansas Class Specification. (Job skills beyond state specifications should be entered in #29)

Six months of experience as a painter.

28. NECESSARY SPECIAL REQUIREMENTS

a) List any licenses, registrations or certifications for this position that are required to perform the essential functions of the position.

Valid drivers license upon employment . Yearly certificates of pulmonary function test and physical examination maybe required for spray painting, asbestos removal and/or lead paint interim control/abatement. Completion of KSU Lead Safety workers program upon employment.

b) Describe the physical requirements of the job as they relate to essential functions (focus on results, not methods of obtaining results).

Work requires considerable exertion to transport heavy objects (minimum 50 lbs.) daily and to assist in occasionally transporting 75 lb. objects. Will perform overhead work and will perform repetitive tasks such as stooping, lifting, bending, and climbing. Must be able to work from ladders, scaffolds, and lifts.

29. PREFERRED QUALIFICATIONS AND SKILLS

a) List preferred education or experience that may be used to screen applicants.

Completion of high school/ GED. Minimum of two years experience at the journeyman level in painting.

b) List preferred special knowledge, skills and abilities.

Knowledge of trade techniques, tools, equipment, and material used in the trade and the ability to apply knowledge in practical applications. Knowledge of occupational hazards and safety requirements. Ability to communicate orally and in writing. Knowledge of methods of preparing surfaces for painting or other methods of finishing. Ability to apply paints and other finishes using appropriate methods.

30. BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ)

State additional qualifications for this position that are necessary as a bona fide occupational qualification (BFOQ).
