

Job Description

Job Title: Painter Crew Leader
Position Code: 5N36, EN36
Job Classification: Non-Exempt

Supervisor: Painter Supervisor
Pay Grade: 27
Contract Length: 245 Days

Job Summary

Position is responsible for assigning, coordinating and supervising work orders for painters. Acts as Supervisor in their absence.

Essential Duties

1. Supervises subordinate paint shop staff.
2. Interacts with building occupants at all levels of management.
3. Performs the most difficult coating applications.
4. Reviews outstanding painting work orders, prioritizes them and assigns painters as necessary to complete assigned jobs. Ensures that necessary materials and equipment are on job sites.
5. Prepares and paints surface of walls, floors, ceiling and furniture; mix material used as paints, stains, varnishes, enamels and lacquers.
6. Makes minor plastering repairs to walls and ceiling; uses brushes, spray guns and paint rollers as required.
7. Removes old paint or rust using lye bath, sanding machine or by other methods. Installs new windowpanes and glaze as required; cleans tools and equipment after use.
8. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Painter Supervisor or appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or trade school and five (5) years' experience as a journey level painter or any equivalent combination of training and experience which would provide the required knowledge, skills and abilities. Some supervisory experience preferred. Thorough knowledge of proper use and maintenance of tools and equipment; ability to estimate material requirements; ability to read work requests and submit written reports. Must be able to operate a motor vehicle and possess a valid Virginia Driver's License.

Working Conditions and Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Demonstrates ability to climb ladders and work in confined spaces above and below ground. Must have the ability to stand for extended periods of time; exhibit manual dexterity to operate equipment; see and read printed material with or without vision aids; hear and

understand speech at normal levels; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift 50 pounds; to bend, stoop and reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed inside and outside. The noise level in the work environment is sometimes loud but usually moderate.

Supervision Exercised: Assigned staff

Supervision Received: Paint Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Painter Crew Leader will be required to follow any other instructions and to perform any other related duties as assigned by the Paint Supervisor or appropriate supervisor. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 09/2021 CR

Updated 03/2026 LS