

## Job Description

**Job Title:** Painter Supervisor  
**Position Code:** 1N26, AN26  
**Job Classification:** Non-Exempt

**Supervisor:** Supervisor of Plant Services  
**Pay Grade:** 29  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for planning and supervising the painting of a variety of materials and surfaces.

### Essential Duties

1. Responsible for supervising the work of painting both interior and exterior areas and equipment.
2. Procures the appropriate materials and equipment and lays out the work for journeyman painters and helpers.
3. Makes rough estimates of personnel and materials required for jobs and assigns them as needed.
4. Inspects surfaces and equipment to be painted for damage from corrosion, weathering and deterioration.
5. Determines most appropriate method of preparing surfaces and type of paint or other protective coating to be used, and lead in the resulting work.
6. Supervises painting projects.
7. Oversees the rigging of scaffolds with a view toward observing safety precautions.
8. Inspects jobs in process and upon completion for both quantity and quality of work.
9. Obtains materials to be used for assigned projects.
10. Keeps records and makes reports of work of assigned crews.
11. 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 Supervisor of Maintenance or appropriate administrator.
2. The shift for this position varies as it is based on the projects that are scheduled.

### 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. Extensive experience as a skilled journeyman painter. Comprehensive knowledge of the practices of the painting trade. Thorough knowledge of the methods of preparing materials and surfaces for painting. Ability to rig and work from scaffolds; ability to plan and supervise the work of others; ability to climb ladders. 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 at least 75 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:** Supervisor of Plant Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Painter Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Plant Services 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:**

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Supervisor

Date

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

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Employee Name (Print)

Signature

Date

Revised 09/2021 CR

Updated 03/2026 LS