Office of Human Resources
Aviation Painting Supervisor - CJ2481
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**General Statement of Duties**

Supervises skilled painters maintaining interior and exterior surfaces, runways, ramp areas, parking lots, streets, equipment and furniture for the airport.

**Distinguishing Characteristics**

This class is distinguished from Field Superintendent who performs second level supervisory responsibilities over skilled trade supervisors, crew supervisors, and employees involved in City field operations and Facilities Superintendent who performs second level supervisory work over skilled trade supervisors and employees involved in maintenance, repair, or construction of City facilities.

**Guidelines, Difficulty and Decision-Making Level**

Guidelines are in the form of stated objectives for the section, unit, function, or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit, or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability, and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs, or projects in various stages of completion.

**Level of Supervision Received & Quality Review**

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

**Interpersonal Communication & Purpose**

Contacts are of a non-prescribed nature involving the negotiation and resolution of problems and where exceptional degrees of discretion, judgment, and specialized knowledge are required in carrying out the programs and policies of an organization.

**Level of Supervision Exercised**

Supervises two or more first-level supervisors.

**Essential Duties**

Plans, schedules, coordinates and assigns work and establishes goals and priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Implements safety standards and develops procedures to ensure compliance.

Develops and implements staff training and development plans to provide cross training of employees, specific job related training and other approaches to provide opportunities for staff flexibility and development.
Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance.

Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Implements and interprets policies and procedures developed by higher level managers and supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Initiates and recommends disciplinary action for employees when necessary.

Delegates responsibility and authority to subordinate staff.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

Coordinates projects with other trades areas.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

**Competencies**

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one’s job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.
Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years experience as a journey level painter.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

This job requires driving. Requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Noise: sufficient noise to cause distraction or possible hearing loss.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Handles absentee replacement on short notice.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Handling: seizing, holding, grasping, or otherwise working the hand(s).
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sound by the ear.
Eye/Hand/Foot Coordination: performing work through using two or more.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Far acuity: ability to see clearly at 20 feet or more.
Near acuity: ability to see clearly at 20 inches or less.
Depth Perception: ability to judge distance and space relationships.
Field of Vision: ability to see peripherally.
Field of Vision: ability to adjust vision to bring objects into focus
Color Vision: ability to distinguish and identify different colors.
Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-809
FLSA Code: Y
Management Level: 7
Established Date: 9/21/2018
Established By: Lori Schumann
Revised Date:
Revised By:
Class History: