

Crewperson 6, Paint - (6520)

Position Function: Crewperson 6 is directly responsible to the Supervisor. Crewperson 6 is responsible for leading crewpersons, assigning work, planning with building principals, and planning and coordinating with other supervisors. They shall have the ability to carry out assignments and perform work of good quality with minimum supervision. They should demonstrate outstanding qualities in efficiency, initiative and dependability when completing various tasks.

Essential Performance Responsibilities:

- Accept the responsibility for assisting with the training, and skill development, and supervision of other team members.
- Assist in maintaining good public relations, being cognizant that a Crewperson 6 represents both the Facilities Division and Wichita Public Schools.
- Assist supervisor in managing projects.
- Assist the supervisor in the training of crewpersons in acceptable techniques and procedures.
- Assume responsibility for all tools, supplies and materials.
- Communicate effectively with principals, contractors, and Facilities Division Supervisors.
- Cooperate with other employees and maintain good public relations inside and outside of his/her assignment.
- Display willingness to be trained in all phases of the assignment and to increase his/her skills, thus, qualifying for advancement.
- Employees in this position must possess a work ethic that is strongly oriented toward both efficiency and customer service.
- Is responsible for turning in all invoices, work orders and any other paperwork daily.
- Maintain appropriate licenses and certifications including a valid Kansas driver's license at all times throughout employment.
- Maintain current knowledge relating to technical information and policies concerning this Facilities area, and assists the Supervisor in assigned administrative tasks.
- Maintain records required for efficient unit functioning.
- Make decisions and offer solutions to the unit Supervisor concerning problems in the field.
- Observe and meet job schedules and completion dates.
- Performs proper maintenance and servicing equipment.
- Possess superior knowledge of procedures, materials and equipment utilized in the designated area while displaying good workmanship, planning, and leadership.
- Strive to improve job skills and efficiency.
- Support the organizational goals, the mission of the School Service Center and the district.
- Delegate work as needed to employees in the absence of the Supervisor.
- Work cooperatively with others and assist in maintaining open lines of communication.
- Work directly or indirectly under the Supervisor.
- Must be capable of leading a crew efficiently in the absence of the supervisor and/or the crew leader.
- Will report to a crewleader when assigned to work with a crew
- Make important decisions and offers solutions to the shop supervisor and/or crew leader.
- Perform a wide variety of tasks within the Paint unit which may be required but not limited to managing the department in the absence of the Supervisor.
- Must have high integrity and be trust worthy.
- Must have experience with work order management, along with some computer knowledge.
- Communicate well with co-workers and employees in other departments, school staff and vendors.
- Maintain and organize the shop and order materials for projects.
- Assist the Supervisor in delegating and prioritizing work.
- Must also remove or cover graffiti from various surfaces.
- Must be capable of leading a crew efficiently while supervisor, and, or crew leader is not available
- Make important decisions and offer solutions to the shop supervisor, and, or crew leader

- Maintain and organize the shop and/or work station and order materials for projects. Must be capable of leading a crew efficiently and making important decisions when the supervisor is not available
- Make important decisions and offers solutions to the shop supervisor
- Motivate members of the crew to perform to the best of their ability and maintain control over situations that may occur
- Verify all time is entered daily by the crew and self
- Assume responsibility for all tools, supplies and materials
- Communicate effectively with Job Coordinators
- Make decisions and offers solutions to the unit Supervisor concerning problems in the field
- Plan and estimate labor and material costs of assigned jobs. Assists with preliminary budget preparation
- Delegate work as needed to employees in the absence of the Supervisor
- Perform mandatory snow removal

Additional Duties: Assist with additional duties as assigned by the Supervisor

Equipment: The employee must demonstrate the ability to use various equipment assigned to the job position as needed. This position may require the ability to use iPads in addition to basic office equipment such as computers, copiers, scanners, and fax machine. Must always comply with USD 259's guidelines for equipment use. Uses hand tool of the trade and related power equipment. Other tools that may be used include but not limited to: paint brushes, paint rollers, scrapers, airless paint sprayers, pressure washers, floor buffers/strippers, ladders and scaffolding and scissor lifts.

Travel Travel between schools and central offices will be required.

Physical and Mental Demands:

- Ability to perform all tasks and work the hours required
- Ability to work indoors in extreme heat or cold and outdoors in inclement weather conditions including heat, cold, rain, or snow
- Ability to wear proper safety equipment as required while performing the various responsibilities required for this position
- Attendance at required meetings and in-services
- Daily schedule may fluctuate to accommodate deadlines and delivery of services
- Ability to work overtime on short notice may be required
- Work in standard office, shop and school building environments
- Ability to work in confined or high spaces; some strenuous physical work
- Ability to work productively in stressful situations
- Be able to read and work from blueprints and drawings
- Possess some general construction knowledge
- Be able to build and work from scaffolding
- Will report to a crewleader when assigned to work with a crew
- Limited (0-1 hour): Sitting, crawling, lying down (back, side, front), keyboarding/mouse, and low impact vibratory tools (drilling/sanding)
- Occasional (1-3 hours): Below the waist reaching, kneeling and crouching (squatting)
- Frequent (3-6 hours): Waist to shoulder reaching, overhead reaching, standing, walking, climbing/balancing (stairs, ladders, other), rotation of head/neck, flexion (head bend down and head bend back), bending at the waist, twisting at the waist, forceful gripping, fine finger manipulation and repetitive motion (multiple manipulation of same muscle group)
- Constant (6-8 hours): Total reaching and handling/grasping
- Exposure to: Dust, odors, fumes, mists and chemicals (paint (latex, enamel), lacquer, varnish, paint thinners, will bond, solvents, brush wash, polyurethane finish and skim (paint remover)

Interrelations:

- Contact with personnel within the district and with customers and vendors
- Will work under the direct supervision of the department supervisor in order to complete day to day tasks
- Will work with a diverse population requiring the ability to handle all situations with tact and diplomacy

- Must understand and respond appropriately to customer needs and maintain a positive attitude with all customers and colleagues
- Expected to interact with all internal and external customers in a friendly, professional manner and provide quick, responsive customer service

Employee Punctuality and Appearance:

- In order for schools to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each designated workday, unless the employee has received approved leave
- Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator
- All employees are required to report to work dressed in a manner that reflects a positive image of USD 259 and is appropriate for their position

Knowledge, Skills, and Abilities:

- Ability to communicate both verbally and written in order to communicate with others inside and outside of the organization for the purpose of giving and obtaining information
- Ability to communicate effectively with a Supervisor when their discretion is needed
- Ability to perform as an effective team player
- Ability to plan, organize, make decisions and prioritize work to meet the daily demands of the building
- Basic computer proficiency and the ability to effectively use Microsoft Word and Outlook
- Exhibits a professional manner and a positive attitude
- Must be detailed oriented
- Uses good judgment to make decisions on recurring assignments
- Displays a significant degree of professionalism and confidentiality
- Ability to conform to proper standards of professional dress and appearance
- Knowledge of company's mission, purpose, goals and the role of every employee in achieving each of them
- Knowledge of various types of materials and procedures used in the area is essential
- Be able to read and work from blueprints and drawings and be able to estimate materials for projects.
- Possess some knowledge of other work unit operations
- Possess some general construction knowledge
- Be able to read and work from blueprints and drawings and be able to estimate materials for projects
- Possess some knowledge of other work unit operations
- Possess superior knowledge of materials and equipment utilized in the Paint Department
- Have the ability to estimate time and materials for smaller painting projects.
- Must have superior knowledge in the application of various paints and varnishes with brushes, rollers and sprayers, including all prep work. Possess some general construction knowledge
- Must possess exceptional knowledge and demonstrate remarkable skills in all facets of the paint trade
- Possess some knowledge of other work unit operations
- Maintain current knowledge relating to technical information and policies concerning this Facilities area, and assists the Supervisor in assigned administrative tasks

Qualification Profile

- A High School Diploma or GED is preferred
- Maintain a valid Kansas Driver's License at all times throughout employment
- Minimum of 5 years' experience required
- Must be able to work second shift

FLSA Status: Non-Exempt

Work Locations: School Service Center (SSC) 3850 N. Hydraulic Wichita 67219

Job Trades

Organization Paint

Schedule Full-Time

Shift Day Job

Job Posting June 1, 2023, 12:00:00 AM

Unposting Date Ongoing

Building Name SSC