

**Warren Wilson College**  
Job Description

**POSITION TITLE:** Supervisor of Painting Services

**REPORTS TO:** Director of Facilities Management and Technical Services

**DEPARTMENT:** Painting Services

**POSITION SUMMARY:**

The Supervisor of Painting is responsible for painting the buildings on the college campus as determined by the college administration; including training, supervising, and working with a student work crew. The Paint Crew uses up to 18 students with occasional outside contractors to perform the interior and exterior painting of campus property. Additional responsibilities may include furniture refinishing, bike rack painting, etc.

**SPECIFIC RESPONSIBILITIES:**

1. Trains, supervises, evaluates, and works with student employees in painting campus buildings and houses, both inside and outside.
2. Develops, maintains, and monitors student work schedules.
3. Ensures that buildings and houses are painted under the direction of the Director of FMTS.
4. Prepares a five year, a one year, and a quarterly plan (fall semester, winter break, spring semester, and summer break) involving the five components of our Mission: Work Excellence, Care of Students and Ourselves, Sustainability, Maintenance Excellence, and Triad Integration. Updates work order reporting every two weeks. Reprioritizes work, updates work status reports and establishes estimated timelines which get reflected in the planning reports.
5. Maintains a 5-year plan for exterior maintenance.
6. Develops and maintains an ongoing painting safety program.
7. Maintains inventory of equipment, tools, and supplies. Orders materials as needed. Limits stocks to avoid spoilage.
8. Develops and maintains a campus signage maintenance program.
9. Develops and maintains a campus road and parking/stripping program.
10. Develops, maintains, and works within a realistic work budget. Identifies specific areas for growth and equipment needs.
11. Works with the Director of FMTS in determining paint and equipment needs throughout campus.
12. Identifies ways in which the department can become more sustainably focused by identifying and prioritizing the way in which the paint operations affect sustainability.
13. Performs other duties as needed to fulfill the College's mission of work, service, and academics.

**WORKING CONDITIONS:**

1. Must be able to drive appropriate maintenance vehicles, and load and off-load maintenance equipment and tools.

**QUALIFICATIONS:**

1. Minimum of three years supervisory experience, preferably supervising young people.
2. Must have five years experience in hands-on painting, paint selection, surface preparation, and purchase, operation and maintenance of equipment and tools.
3. Must be able to lift 50 pound cans of paint, scaffolding sections and other materials repeatedly.
4. Must have a valid North Carolina Driver's License with no restrictions.
5. Knowledge of proper chemical usage, especially chemicals associated with painting and safety precautions.
6. Good communication skills.
7. Must be able to work with a multifaceted group.
8. Knowledge as an educator with commitment and demonstrated ability to work with students and encourage their active participation and leadership.
9. Knowledge of OSHA regulations and safety procedures.