

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

MAINTENANCE PAINTER FOREMAN

Position Code: K5459

DISTINGUISHING FEATURES OF THE CLASS

Under direction, performs painting work at the level of master craftsman; assigns, directs and checks the work of a group of journeymen in all phases of painting.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Assigns journeymen to trade tasks in the preparation of exterior or interior walls, metal surfaces, floors, ceilings and equipment for painting.
2. Directs the work of craftsmen or helpers in a well-equipped maintenance paint operation.
3. Makes estimates of materials and time needed for jobs.
4. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equipment equivalent to completion of eight years elementary school and two years experience as a journeyman painter.

Knowledge, Skills and Abilities

- Requires extensive knowledge of all materials, methods, practices and hazards of the trade.
- Requires ability to direct journeymen painters.
- Requires skill in the use of materials of the trade.
- Requires ability to read, interpret and work from plans, simple or involved drawings and sketches.
- Requires ability to make simple arithmetical computations and estimations of materials needed.
- Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – October 11, 1977
Effective – October 16, 1977

Revisions approved by the Secretary of State Merit Commission - July 19, 2006
Effective - July 19, 2006