CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 522.6

Job Title: **PAINTER LEADER**

Pay Grade: 15

GENERAL SUMMARY:

Leads or supervises the general painting, restoration, refinishing and installation of equipment, furnishings and facilities.

RESPONSIBILITIES:

- Prepares, coordinates, reviews and monitors work orders, assignments, schedules and personnel.
- Manages inventory control of required supplies and equipment.
- Calculates cost estimates and actual costs for all projects.
- Inspects completed assignments.
- Maintains accurate record keeping of all information, reports and records.
- Performs various installation, painting, restoring and refinishing activities.
- Troubleshoots problem areas and recommends and implements solutions.
- Maintains and ensures a safe and clean work environment.

SPECIFICATIONS:

KNOWLEDGE:
Requires a high school diploma or a GED.

EXPERIENCE:
Four years of experience as a painter are required.

LICENSE:
Requires a valid Texas driver's license and compliance with the City of Houston's policy on driving.
May require a valid Commercial Driver's License (CDL) with an "H" endorsement for transporting hazardous material.

COMPLEXITY:
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:
Either directly supervises or leads painters, painter aides or other maintenances staff.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:
The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:
There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:
Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Painter Aide
Painter
Painter Leader

Effective: October 1990
Revised: November 2025