

# **RIVERSIDE UNIFIED SCHOOL DISTRICT**

**CLASS TITLE:        MAINTENANCE AND OPERATIONS SPECIALIST I –  
PAINT SHOP (Range 31)**

## **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a wide variety of highly skilled tasks related to the painting trade, evaluate work requests and distribute to assigned division staff; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures; estimate time and material cost; schedule and assign work to assigned crews and outside contractors.

## **REPRESENTATIVE DUTIES:**

Evaluate work requests and distribute to assigned division staff. *E*

Coordinate the work of Maintenance and Operations personnel and outside contractors in the painting trade duties; conduct inspections of work in progress and completed work to assure compliance with established guidelines and procedures as well as Air Quality Management Division (AQMD) requirements. *E*

Order and maintain equipment and supplies; conduct periodic physical inventory and order supplies and materials as needed. *E*

Diagnose problems and arrange for repairs in the assigned maintenance area(s); travel to District locations to conduct inspections and prepare estimates, and travel out of the District for parts and materials. *E*

Develop or assist in the development of work schedules; assign tasks to workers. *E*

Provide in-service training for assigned personnel; train assigned staff in the proper operation and cleaning of related equipment, proper sub-straight preparation, proper painting, as well as safety techniques as assigned. *E*

Operate sandblasting equipment. *E*

Prepare and file regular reports on the condition of assigned facilities. *E*

Perform related duties as assigned. *E*

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

The use and care of commonly used and specialized hand and power tools required in the repair and painting of District facilities and property.

Brush, roller and spray painting practices and procedures.  
Preparation of various surfaces, such as interiors and exteriors of buildings, parking lots and play areas.  
Application of paints and finishes to various surfaces.  
Safety precautions in handling and storage of painting materials.  
Safety procedures pertaining to ladders, rigging and scaffolds.  
District organization, operations, policies and objectives.  
Basic record-keeping techniques.

**ABILITY TO:**

Train and provide work direction to others.  
Follow oral and written directions.  
Read and interpret blueprints and installation instructions.  
Perform skilled painting and graffiti removal.  
Present oral and written reports.  
Develop projected needs for labor, parts and equipment based upon estimated workload.  
Operate light and medium weight vehicles.  
Establish and maintain effective relationships with others.  
Effectively operate a computer/laptop and commonly used job-related software programs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and four years' experience in Commercial Painting, including at least two years at a journeyman-level.

**LICENSES AND OTHER REQUIREMENTS:**

Possess and maintain a valid and appropriate California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor environments.  
Driving a vehicle to conduct work.  
Noise from equipment operation.  
Exposure to adverse weather conditions.

**PHYSICAL ABILITIES:**

Seeing to diagnose problems.  
Dexterity of wrists, hands and fingers to operate assigned equipment.  
Perform heavy manual labor.  
Hearing and speaking to exchange information and train staff.  
Standing for extended periods of time.  
Lift, push, pull or carry heavy objects.  
Bending at the waist.  
Crawling, crouching and kneeling to conduct work.  
Reaching overhead, above the shoulders and horizontally.

Working from ladders and scaffolding.  
Able to wear a respirator.

**HAZARDS:**

Working on ladders or scaffolding at heights.  
Fumes from paint, solvents, and other paint-related chemicals.  
Subject to noise from equipment.