

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box  
30002  
Lansing, MI 48909

Federal privacy laws  
and/or state confidentiality  
requirements protect a  
portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

|                                                                                                                 |                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                   | <b>8. Department/Agency</b><br>Technology, Management & Budget                                                                                                |
| <b>3. Employee Identification Number</b>                                                                        | <b>9. Bureau (Institution, Board, or Commission)</b><br>Facilities & Business Services Administration                                                         |
| <b>4. Civil Service Classification of Position</b><br>Painter 7-E9                                              | <b>10. Division</b><br>Building Operations                                                                                                                    |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>Painter                            | <b>11. Section</b><br>Central Region                                                                                                                          |
| <b>6. Name and Classification of Direct Supervisor</b><br>Julia Menser, Building Trades Supervisor 12           | <b>12. Unit</b><br>Zone 2                                                                                                                                     |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>Robert Bierwagen, Facilities Supervisor 14 | <b>13. Work Location (City and Address)/Hours of Work</b><br>Deborah Stabenow Bldg.<br>525 W Allegan St<br>Lansing, MI<br>8:00 a.m. to 5:00 p.m. or variation |

**14. General Summary of Function/Purpose of Position**

This position performs a full range of assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations. The employee works in concert with other Painters and trades to perform a full range of painting assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee uses a wide range of power tools and other equipment appropriate to the work. The employee provides customer service with courtesy, respect, and attention to detail, work cooperatively with staff, and assure all staff are customer service oriented by expressing a positive and helpful outcome to projects and during daily interaction with tenants. This position may require the employee to assist the supervisor in quality oversight, job estimation and monitoring.

**For Civil Service Use Only**

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

Duty 1

**General Summary of Duty 1**

**% of Time**      **70**

Participate in painting and redecorating projects on state owned or leased properties

**Individual tasks related to the duty.**

- Applies primer, paint, stain or varnish to prepared surfaces, working from ladders and scaffolds, using brushes, rollers, spray guns and other tools and equipment of the trade.
- Prepares surfaces for painting by removing objects from walls, washing walls, patching holes, repairing cracks, replastering, and sanding surfaces; involves use of steam cleaning equipment, razor scraper, putty knife, plaster, metal patch, power sanders, buffers, etc.
- Cleans and maintains equipment and ensures the proper use, repair and storage of materials, tools and equipment.
- Selects and may mix to match colors of paints, stains or varnishes, etc.
- Moves furniture, office equipment and other objects, and applies protective covers.
- Based on work orders, reads blueprints and performs field inspection of locations for conditional appraisal or size verification to estimate time, labor and materials needed to complete jobs.
- May assist in training employees learning painting skills.
- Refinishes furniture.
- Maintains records related to material and equipment inventory and completed assignments.
- Removes and replaces molding and fixtures.
- Hangs wallpaper, vinyl sheets, panels, and other wall coverings.
- Paints stripes on parking lots and roads; measuring, cleaning, and marking area to be painted; and using industrial painting equipment.
- Glazes and reglazes windows, replaces glass, and installs plastic to frost clear windows.
- Requisitions supplies, equipment, and materials.
- Operates abrasive or water blasting equipment.
- Paints letters, numbers and signs using stencils.

Duty 2

**General Summary of Duty 2**

**% of Time**      **10**

Uses the computerized maintenance management system

**Individual tasks related to the duty.**

- Checks work orders daily utilizing the computer maintenance management system.
- Closes out work orders utilizing the computer maintenance management system.
- Enters critical data into Maximo in an accurate and concise manner.
- Assists lower-level and peer group trades in the use of the system.
- Enters data into eMaint for follow-up work orders.

Duty 3

**General Summary of Duty 3**

**% of Time**      **10**

Participates in construction partnering

**Individual tasks related to the duty.**

- Attends meetings for and participates in projects related to painter work.
- Participation includes providing input at the design stage and plan review.
- Participates and takes ownership in the total project through construction and commissioning.

Duty 4**General Summary of Duty 4****% of Time      5**

Continuous safety training

**Individual tasks related to the duty.**

- Participates in all management required safety training.
- Participates and supports all safety-related issues as presented by the supervisor, MIOSHA or DTMB Safety and Health.
- Obtains recertification, as needed, for all required safety issues.

Duty 5**General Summary of Duty 5****% of Time      5**

Performs related work appropriate to the classification, as assigned

**Individual tasks related to the duty.**

- Performs special assignments as necessary or as directed by upper management.
- Assists other trades as needed.
- Provides back-up coverage at other buildings as needed.

**16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.**

Uses independent judgment applying the practices, tools, and techniques of the trade to specific work situations.

**17. Describe the types of decisions that require your supervisor's review.**

Setting priorities, large equipment/tool purchases, repairs that might have an adverse affect on the department's budget, inventory control practices and purchasing approval paths, special, new, or unusual procedures, and questions relative to code compliance of a specific installation.

**18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position?**

Work may be performed from ladders, scaffolds, and platforms, and requires standing for long periods.

Work may be required outdoors as well as in an office/building.

Some jobs require an employee to work in an environment that involves exposure to unpleasant or noxious fumes and odors.

Requires standing, bending, stooping, reaching and/or working from ladders for extended periods of time.

May work in confined spaces.

May need to move heavy objects.

**19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of**

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
|             |                    |             |                    |

**20. My responsibility for the above-listed employees includes the following (check as many as apply):**

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

**21. I certify that the above answers are my own and are accurate and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

**22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**

n/a

**23. What are the essential duties of this position?**

Provides painting and redecorating services on buildings to preserve the investment of the State of Michigan, DTMB.

Works in concert with other Painters and trades to perform a full range of painting and redecorating assignments for projects on state properties as required for maintenance, construction and remodeling.

Provides prompt and efficient customer service.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

Backfill.

**25. What is the function of the work area and how does this position fit into that function?**

The function of the work unit is to provide a safe, comfortable and cost-effective facility to allow our customers to provide their designated services to the people of the State of Michigan, and to provide maintenance and construction services on buildings to preserve the investment of the State of Michigan, DTMB. This position performs a full range of painting assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Educational level typically acquired through completion of high school.

**EXPERIENCE:**

Four years of experience in the painting trade, including two years equivalent to a Painter 8.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of :

- methods, techniques, materials, tools, and equipment used in the work.
- different types and uses of paints, stains, varnishes, and lacquers.
- occupational hazards and safety precautions applicable to the work.

Skill in:

- use of tools, materials, and equipment of the trade.
- preparing wood, metal, plaster, and other surfaces for painting and finishing.

Ability to:

- estimate time, labor, and materials necessary to complete work orders.
- maintain records related to the work. Ability to follow blueprints, specifications, and instructions.
- use a computer.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.***

***27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

***29. I certify that the entries on these pages are accurate and complete.***

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date