

**State of Michigan
Civil Service Commission**

Position Code

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency TECH, MGMT AND BUDGET - MB
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) State Facilities Administration
4. Civil Service Position Code Description Painter-E	10. Division Building Operations
5. Working Title (What the agency calls the position) Painter	11. Section East Region
6. Name and Position Code Description of Direct Supervisor ELLSWORTH, AARON D; BUILDING TRADES SUPERVISOR-2	12. Unit Caro Psychiatric Hospital
7. Name and Position Code Description of Second Level Supervisor WALTS, BRIAN D; FACILITIES SUPERVISOR-5	13. Work Location (City and Address)/Hours of Work Caro Psychiatric Hospital 2000 Chambers Rd. Caro, MI / 2:00 p.m. to 10:30 p.m. (2nd shift)

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 will work in concert with other Painters and trades staff to perform a full range of painting assignments for projects on state properties as required for maintenance, construction, and remodeling. The employee will use a wide range of power tools and other equipment appropriate to the work. The employee will provide 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.

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

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1**General Summary:****Percentage:** 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:****Percentage:** 10

Uses the computerized maintenance management system

Individual tasks related to the duty:

- Checks work orders daily using the computer maintenance management system.
- Closes out work orders using the computer maintenance management system.
- Enters critical data into eMaint 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:****Percentage:** 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:****Percentage:** 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:****Percentage:** 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 made independently in this position and tell who or what is affected by those decisions.

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

17. Describe the types of decisions that require the 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 is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

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 position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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

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

Yes.

23. What are the essential functions 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.

New.

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. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Education typically acquired through completion of high school.

EXPERIENCE:

Painter 7

No specific type or amount required.

Painter 8

Two years of experience assisting skilled trades people in the painting trade.

Painter E9

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- the methods, techniques, materials, tools and equipment of the painting trade.
- the methods of preparing wood, metal, plaster and other surfaces for finishing and refinishing.
- occupational hazards and special procedures applicable to the work.

Skilled use of the tools, materials and equipment of the trade.

Ability to use a computer.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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

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

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

NA

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

MICHAELA FABUS-MAIN

2/6/2026

Appointing Authority

Date

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.

Employee

Date