



## Position Description

### Journeyman Painter/Maintenance Technician

#### APPLICATION PROCESS AND HIRING TIMELINE INFORMATION

To apply for this position, you should submit:

1. [KWU Employment Application](#)
2. Cover letter,
3. Resume/curriculum vitae,
4. Three references,
5. Desired salary (may be entered on application)
6. Please email your application materials to [hr@kwu.edu](mailto:hr@kwu.edu).

The timeline for filling this position is:

- Applications will be taken until the position is filled.
- Interviews will begin when qualified applicants are identified and continue until a hiring decision is made.
- The position starts as soon as April 1, 2024.

**KWU is an Equal Opportunity Employer and encourages diversity in employment.** We will check references of past employers and personal references. We will acknowledge receipt of your application as soon as we receive it.

#### ADMINISTRATIVE INFORMATION

**POSITION TITLE:** Journeyman Painter/Maintenance Technician

**POSITION'S OPERATING GROUP:** Plant Operations

**OPERATING GROUP'S PURPOSE AND MAJOR RESPONSIBILITIES:** Plant Operations is responsible for maintaining and enhancing the appearance and functionality of all of the campus buildings and grounds in order to create a positive impression of our facilities among our students, employees, alumni, potential students and parents, and members of our outside communities. Plant Operations is also responsible for assisting and overseeing the design and construction of new building projects and renovations.

**POSITION'S DEPARTMENT:** Plant Operations

**POSITION'S DIRECT SUPERVISOR:** Director of Plant Operations

**DATE POSITION LAST REVIEWED OR ANALYZED:** February 2024. Director of Plant Operations and Human Resources.

**POSITION'S EMPLOYMENT STATUS:** Full-Time, Staff, Non-Exempt, At-Will.

**POSITION'S SALARY OR SALARY RANGE AND BENEFITS:** Salary to be determined at hiring based on the person's qualifications and experience. This position is eligible for full-time benefits as described by the KWU Employee Handbook.

#### POSITION INFORMATION

**POSITION SUMMARY:** Provides skilled painting services with specific responsibility for identifying repair and maintenance needs; preparing, painting and/or staining a variety of surfaces; ensuring completion of projects in accordance with trade standards; assisting other skilled trades; and ensuring that tools and materials are available at job site. This position is also responsible for general maintenance of the university.

**POSITION WORKS WITH:** Members of the Plant Operations staff, building managers, building occupants, and the KWU community as a whole.

**POSITION'S STAFF AUTHORITY:** None

**POSITION'S BUDGET AUTHORITY:** None

**POSITION'S PHYSICAL WORKING CONDITIONS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to speak and listen for extended periods. The employee is also required to sit or stand for long periods, and to regularly walk; climb ladders and scaffolding; use hands or fingers to handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl in confined spaces. The employee must regularly lift and move up to 60 pounds and occasionally lift and move up to 100 pounds as required by the position. Lifting and moving objects over 50 pounds must be done by mechanical device rather than by manual effort whenever this is practical. Specific vision abilities required for this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. The employee is further required to have the physical, mental, and emotional stamina to fully perform the duties and responsibilities of the position, and the mental acuity to collect, evaluate, and interpret data; to reason; to define problems; to establish facts; to draw valid conclusions; and to make effective judgments and decisions. The position may require working in an outdoor or indoor working environment, computer station work, and/or working in seasonal heat or cold adverse weather conditions.

**POSITION'S UNUSUAL HAZARDS OR WORKING CONDITIONS:** The position may require exposure to fumes, dust, odors, oil, grease, gases, chemicals, and hazardous materials, including asbestos. The position may include driving vehicles of various types and sizes to conduct work; working around and with machinery having moving parts, working from heights and in confined workspaces.

**POSITION'S EQUIPMENT:** Tools, machinery, scaffolding and ladders, paint and stain, painting and paint/stain removal chemicals and supplies, cleaning chemicals and supplies, and other equipment as deemed necessary to complete assigned projects.

**POSITION'S WORK SCHEDULE:** Schedule is determined by the jobs supervisor and is based on building and university needs.

**POSITION'S TRAVEL REQUIREMENTS:** Minimal, and usually related to job errands around town.

## POSITION DUTIES AND PERFORMANCE STANDARDS

**POSITION'S ESSENTIAL DUTIES:** (60%)

1. Mixes paints and other materials of various consistencies and colors.
2. Operates and maintains painting equipment such as sprayers, brushes and ladders.
3. Operates sand, water and other media blasting equipment.
4. Does staining and varnishing.
5. Patches drywall and plaster.
6. Applies taping, paint, vinyl and other finishes to all types of surfaces.
7. Erects and disassembles scaffolding.
8. Makes cost and time estimates and orders materials needed.
9. Keeps records of materials used.

**POSITION'S OTHER DUTIES:**(40%): Responsible for building, installing, and repairing structure, fixture, furniture, and other items using different types of material including wood and steel.

1. Prepare the layout of the project.
2. Estimate height, width, length, and other proportions.
3. Select materials.
4. Work with blueprints or instructions from supervisors.
5. Work with materials such as wood, plastic, fiberglass, or drywall.
6. Utilize chisels, planes, saws, drills, and sanders to repair and erect structure.
7. Join materials with nails, screws, staples, or adhesives.
8. Check work along the way to ensure it's up to code and specifications.
9. Install cabinets and moldings.
10. Build cabinets and bookcases.
11. Replace panes of glass, ceiling tiles and doors.
12. Repair or build furniture.
13. Install partitions, doors, and windows.

14. Use levels, rules, plumb bobs, framing squares, and surveying equipment to ensure everything is level and secure.
15. Utilizes computerized maintenance system for data recording, communication, tracking work orders.
16. **Perform other appropriate and reasonably required duties as assigned by the position's supervisor.**

## POSITION QUALIFICATIONS

**EDUCATION** - MINIMUM REQUIRED: High School Graduate or GED

**CERTIFICATIONS AND LICENSES**: None

**WORK EXPERIENCE - PREFERRED**:

- Four years' experience as Journeyman Painter in related work.
- Maintenance of similar facilities, or combination of education, training or experience which fulfills the requirements of the position and meets the needs of Kansas Wesleyan University.
- Experience with computers in a work environment.

**KNOWLEDGE, SKILLS, ABILITIES, and ATTITUDES – KSAA's:**

- Demonstrable ability to understand and support the mission of the university.
- Demonstrable ability to work both independently and as a member of a team.
- Demonstrable ability to work with diverse constituencies.
- Ability to select methods, materials, and equipment appropriate to the area of responsibility.
- Knowledge of the tools, materials, and standard practices of the painting and finishing trades.
- Supports the design, construction, installation, and maintenance of paint and finish systems.
- Complies with applicable laws, regulations, and standards of the painting and finishing trades.
- Ability to perform skilled painting work.
- Ability to judge and perform proper paint requirements for all types of surfaces.
- Ability to work from sketches, drawings, and specifications.
- Ability and knowledge to maintain records of work and supplies.
- Ability to utilize computer systems, including email, work order systems, and other basic computer programs used in the area of responsibility.
- Demonstrable attitude required to work with others tactfully and courteously.
- Ability to establish and maintain cooperative and effective working relationships.
- Ability to adjust to flexible working hours per Trades Agreement.
- Demonstrable ability to read, write, and follow oral and written instructions.
- Demonstrable ability to work safely.
- Demonstrable ability to create and maintain a safe, clean, and orderly work area.
- Demonstrable ability to lift, push, pull, or exert force of up to 50 pounds. Ability to move heavier items using moving equipment.

#### NOTICE OF SPECIAL JOB OR EMPLOYMENT REQUIREMENTS

1. THIS JOB DESCRIPTION IS NOT DESIGNED TO COVER OR CONTAIN A COMPREHENSIVE LIST OF ALL DUTIES AND RESULTS TO BE PERFORMED IN THIS JOB. DUTIES AND PERFORMANCE STANDARDS MAY BE ADDED, SUBTRACTED, AND/OR CHANGED BY YOUR SUPERVISOR AT ANY TIME DUE TO CHANGES IN DEPARTMENT OR UNIVERSITY REQUIREMENTS.
2. Unless exempt due to an employment contract signed by the President of Kansas Wesleyan University, all employees of Kansas Wesleyan are to be considered as an “at-will” employee.
3. All employees of Kansas Wesleyan University are considered “responsible employees” pertaining to Title IX regulations concerning both the prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about a sexual assault or harassment situation.
4. Kansas Wesleyan University is an equal opportunity employer and complies with EEOC and ADA employment requirements. It is and has been the policy of Kansas Wesleyan University to grant equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion, or veteran status. To fulfill its mission as a United Methodist affiliated institution, preference in hiring shall be given to persons who can affirm the Institution’s mission.
5. All “offers of employment” are subject to a criminal background check prior to employment.