

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Division of Personnel Services.

CHECK ONE: NEW POSITION EXISTING POSITION

PART 1-items 1 through 12 to be completed by department head or personnel office.

1. Agency Name 683 - KUMC	9. Position Number 87321	10. Budget Program Number
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2. Employee Name (leave blank if position vacant)	11. Present Class Title (if existing position) Painter
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3. Division Paints - R - Us	12. Proposed Class Title
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4. Section Oils & Brushes	<table border="1"> <tr> <td>13. Allocation</td> </tr> <tr> <td>14. Effective Date</td> </tr> <tr> <td>15. By _____ Approved</td> </tr> <tr> <td>16. Audit Date: _____ By: _____ Date: _____ By: _____</td> </tr> <tr> <td>17. Position Reviews Date: _____ By: _____ Date: _____ By: _____</td> </tr> </table>	13. Allocation	14. Effective Date	15. By _____ Approved	16. Audit Date: _____ By: _____ Date: _____ By: _____	17. Position Reviews Date: _____ By: _____ Date: _____ By: _____
13. Allocation						
14. Effective Date						
15. By _____ Approved						
16. Audit Date: _____ By: _____ Date: _____ By: _____						
17. Position Reviews Date: _____ By: _____ Date: _____ By: _____						

5. Unit Interior/Exterior Shop
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6. Location (address where employee works) City Kansas City County Wyandotte

7. (circle appropriate time) <input checked="" type="checkbox"/> Full time <input checked="" type="checkbox"/> Reg. <input type="checkbox"/> Inter. <input type="checkbox"/> Part time <input type="checkbox"/> Temp. %
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8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM TO: 4:30 AM/PM
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PART II-To be completed by department head, personnel office or supervisor of the position

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position.

N/A

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge)

Name	Title	Position Number
John Color	Paint Specialist	84555

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
John Colow	Paint Specialist	84555

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

A. The time element on a given paint project will vary from job to job, depending on the surfaces to be painted. Time allotted to a given job is based on a visual inspection, square feet of area to be painted and experience with the time taken on similar jobs.

B. Work orders, specifications, verbal and "on the job" demonstrations.

C. Assignments are made first by work order, verbally and on-the-job directions.

Agency Number

Position Number

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to whom or what is the action directed (object of action); why is the action being done (be brief); how is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each
task and
Indicate
Percent of
Time

1. 40% Perform room preparation and restoration such as applying masking tape to baseboards, covering and/or moving furniture, removing outlet covers, returning room to original order, disposing of scrap materials, etc. Measure square footage of area to be painted to determine quantity of materials needed. Perform surface preparation - interior surfaces by patching, sealing stains, and caulking: exterior surfaces by scraping, removing loose putty, sealing and priming bare wood and caulking.

2. 40% Apply paint, enamel, oil base and latex paints to interior and exterior surfaces by using brushes, rollers, sponges, spray guns and striping machines.

3. 5% Install and repair different types of wall coverings, including vinyl, pre-pasted, grass cloth and mural wall papers.

4. 10% Perform wood finishing by applying stains, sanding sealer, lacquer, and polyurethane varnish to cabinets, doors and new wood products constructed by the cabinet shop.

5. 5% Perform proper care and maintenance of tools, brushes, rollers, spray guns and other equipment.

Work performed is inspected by supervisor while in progress and/or upon completion.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position.

- Lead worker assigns, trains, schedules, oversees, or reviews work of others.
- Plans, staffs, evaluates, and directs work of employees of a work unit.
- Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Title and Position Number:

Class Title

Position Number

N/A

23. Which statement best describes the results of error in action or decision of this employee?

- Minimal property damage, minor injury, minor disruption of the flow of work.
- Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
- Major program failure, major property loss, or serious injury or incapacitation.
- Loss of life, disruption of operations of a major agency.

Please give examples.

In most cases, an error in action by the employee would result in minimal loss, such as the loss of materials and labor if the painter painted the wrong room. In other cases, however, an error in judgement could result in serious bodily injury or serious loss of time. For example, failure to properly position an extension ladder could result in a bad fall when one attempts to climb it. Faulty rigging and scaffolding is also dangerous.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Contact with personal in labs, offices, patient rooms and waiting rooms, etc. to arrange for painting of areas. Frequent contact with the public, other employees, and officials in the course of painting on the various renovation projects, painting in public areas and arranging work schedules with other crafts assigned to some projects.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Possible falls from ladders, scaffolding and tall buildings. Over exposure to toxic paint fumes through either breathing or excessive contact with skin. Breathing sanding dusts and cut or abrasions from tools, wire brushes, etc.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used.

Daily use of paint mixing machines, coloring machines, step ladders, brushes, rollers, scrappers, broad knives, putty knives and screwdrivers. Conventional spraying equipment. Occasional use of airless spray equipment, scaffolding, extension ladders, and paint striping machine, to stripe parking lots, etc.

PART III-To be completed by the department head or personnel office

27. List in the spaces below the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education-General

Minimum of an eight grade academic education. A minimum of (30 months) two and one-half years skilled level painting experience. Preferably 90% interior painting experience and 10% exterior experience.

Education or Training-Special or professional

Licenses, certificates and registrations

Apprentice Painter's Certificate - preferred.

Special knowledge, skills and abilities

Paper hanging, operation of both airless and conventional types of spray equipment. Skills in making patches on plaster and dry wall surfaces. Skillful use of all tools in the painter's craft is preferred.

Experience-Length in years and kind

Two and one-half years skilled level painting experience.

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Reset

Signature of Employee

Date

Signature of Personnel Official

Date

Approved:

Signature of Supervisor

Date

Signature of Agency Head or
Appointing Authority

Date

Analysis of Painter position for determination of essential and marginal duties:

DUTY 1

Perform room preparation and restoration such as applying masking tape to baseboards, covering and/or moving furniture, removing outlet covers, returning room to original order, disposing of scrap material, etc. Perform surface preparation – interior surfaces by patching, sealing stains, and caulking; exterior surfaces by scraping, removing loose putty, sealing and priming bare wood, and caulking.

Questions to ask/factors to consider:

- *% of time?*
- The function/duty requires a significant amount of time. (40% is significant)
- *Performed by past incumbent?*
- Yes, job requirements are the same as they were for past and present employees.
- *Performed by current incumbent (if applicable)?*
Not applicable
- *Position exists to perform duty?*
Yes, this is a major reason for the existence of the position and needs to be done to prepare and restore areas/surfaces to be painted, enameled, etc.
- *Limited number of employees to perform duty?*
Yes, the University has only one supervisor & six painters for all University buildings/space on campus.
- *Highly specialized duty?*
Yes, surfaces need to be properly prepared for paints, and enamels to adhere properly. Thirty months of previous experience is required.
- *Critical importance?*
5- is critically important so rooms are properly prepared and restored, and the paint, etc. will properly adhere resulting in a job that meets quality standards.
- *Employer's judgement?*
Yes, this is an essential function of the position. The purposes is to prepare and restore areas/surfaces to be painted and to lay the foundation, resulting in surfaces that hold finishes and meet standards.
- *CONCLUSION? Duty is "essential."*

DUTY 2

Apply paint, enamel, oil base and latex paints to interior and exterior surfaces by using brushes, rollers, sponges, spray guns and striping machines.

Questions to ask/factors to consider:

- *% of time?*
The function/duty requires a significant amount of time. (40% is significant)
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past and present employees.
- *Performed by current incumbent (if applicable)?*
Not applicable
- *Position exists to perform duty?*

- Yes, this is a major reason for the position. An employee is hired and expected to paint
- *Limited number of employees to perform duty?*
Yes, the University has only one supervisor & six painters for all University buildings/space on campus.
- *Highly specialized duty?*
Yes, paint and finishes must be applied properly for job to meet standards, thirty months of previous experience is required.
- *Critical importance?*
5 – is critically important – the main purpose of the job is to paint interior and exterior surfaces resulting in a job that meets quality standards.
- *Employer's judgement?*
Yes, this is an essential function of the position. The purpose of it is to paint areas/surfaces using appropriate techniques and materials resulting in a job that meets quality standards.
- *CONCLUSION?* Duty is “**essential.**”

DUTY 3

Install and repair different types of wall coverings, including vinyl, pre-pasted, grass cloth and mural wallpapers.

Questions to ask/factors to consider:

- *% of time?*
The function is not performed often – is performed when requested. (5% average amount is not significant).
- *Performed by past incumbent?*
Yes, previous employees have performed this function/duty in the past.
- *Performed by current incumbent (if applicable)?*
Not applicable
- *Position exists to perform duty?*
No, this is not a major reason for the existence of a painter position at this institution. It is requested infrequently and when requested, the supervisor of position generally performs the duty.
- *Limited number of employees to perform duty?*
No, there are six painters, plus one supervisor available to do this function/duty. When it is requested the supervisor usually performs this duty.
- *Highly specialized duty?*
Yes, specific skills are needed to properly match, efficiently use materials and produce a quality job.
- *Critical importance?*
2 – 3, not critically important to this particular position.
- *Employer's judgement?*
No, this is not an essential function of the position. It is a marginal function. Papering is required, however the current supervisor performs this duty.
- *CONCLUSION?* Duty is “**marginal**” for this position.

NOTE: Could become essential in the future if factors such as availability of other employees to perform this duty is reduced.

DUTY 4

Perform wood finishing by applying stains, sanding sealer, lacquer, and polyurethane varnish to cabinets, doors and new wood products constructed by the cabinet shop.

Questions to ask/factors to consider:

- *% of time?*
The function/duty is performed less frequently. (10% average amount is not significant)
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past and present employees.
- *Performed by current incumbent?*
Not applicable
- *Position exists to perform duty?*
Yes, this is a major reason for the existence of the position and needs to be performed as an important part of the application of various finishes to a variety of surfaces.
- *Limited number of employees to perform duty?*
No, there are six painters, plus one supervisor available to do this function/duty. When it is requested the supervisor usually performs this duty.
- *Highly specialized duty?*
Yes, finishes must be applied properly for job to meet standards, thirty months of previous experience is required.
- *Critical importance?*
4 – critically important as wood finishing is an important part of this position.
- *Employer's judgement?*
Yes, this is an essential function of this position. The purpose of the function/duty is to apply finishes, resulting in a job that meets quality standards.
- *CONCLUSION? Duty is "essential."*

DUTY 5

Perform proper care and maintenance of tools, brushes, rollers, spray guns and other equipment.

Questions to ask/factors to consider:

- *% of time?*
The function/duty does not require a significant amount of time. (5% is not significant)
- *Performed by past incumbent?*
Yes, job requirements are the same as they were for past and present employees.
- *Performed by current incumbent?*
Not applicable
- *Position exists to perform duty?*
No, this is not a major reason for the existence of this position. Although important for the long-term maintenance of tools and equipment, is not a vital part of this position.
- *Limited number of employees to perform duty?*
No, there are six painters, plus one supervisor available to do this function/duty. When it is requested the supervisor usually performs this duty.
- *Highly specialized duty?*
No
- *Critical importance?*

2 – is not critically important for this employee to perform as it could be performed by other painters.

- *Employer’s judgement?*

No, this is not an essential function of this position. It is a marginal function. Proper maintenance of equipment is important but can be performed by other employees.

- *CONCLUSION?* Duty is “**marginal**” for this position.

PHYSICAL REQUIREMENTS CHECKLIST

Position Title: PAINTER Postion #: 88111
 Completed By: JOHN COLOR Title: SUPERVISOR Date: 4/11/01

***Instructions:** Identify essential functions before completing this checklist. Complete Part I and II for all positions. Complete Part III for positions involving medium, heavy or very heavy physical activity.*

PART 1

Indicate with an **X** the average amount of time the following are required during a typical day/shift to perform the essential duties of the job.

- KEY:** **N** Never
 O Occasionally (activity or conditions exist 0 – 2.5 hours/day)
 F Frequently (activity or conditions exist 2.5 – 5.5 hours/day)
 C Constantly (activity or conditions exist 5.5 +hours/day)

Physical Activity	Definition	N	O	F	C
Repetitive Motion	Repeating movements of arms, hands, wrists				X
Talk	Express or exchange ideas verbally		X		
Hear	Perceive sound by ear		X		
See	Obtain impressions through the eye				X

PART II

Overall, the essential duties of this position involve the following level of physical activity (check one):

- **Sedentary**
 - < occasionally lifting/carrying up to 10 pounds or pushing/pulling small objects
 - < sits most of the time
 - < infrequent to occasional walking or standing
- **Light**
 - < frequently lifting, carrying, pushing or pulling up to 10 pounds **AND/OR** occasionally lifting, carrying, pushing or pulling up to 20 pounds
 - < frequent walking or standing **OR** sitting most of the time and using arms to push/pull
- **Medium**
 - < occasionally lifting, carrying, pushing or pulling 20-50 pounds **AND/OR** frequently lifting, carrying, pushing or pulling 10-20 pounds **AND/OR** continuous lifting, carrying, pushing or pulling up to 10 pounds
 - < occasional to frequent walking or standing
- **Heavy***
 - < occasionally lifting, carrying, pushing or pulling 50-100 pounds **AND/OR** frequently lifting, carrying, pushing or pulling 20-50 pounds **AND/OR** continuous lifting, carrying, pushing or pulling 10-20 pounds
 - < occasional to frequent walking or standing
- **Very Heavy***
 - < occasionally lifting, carrying, pushing or pulling 100 + pounds **AND/OR** frequently lifting, carrying, pushing or pulling 50 + pounds **AND/OR** continuous lifting, carrying, pushing or pulling 20 + pounds
 - < occasional to frequent walking or standing

PART III

Indicate with an **X** the average amount of time the following are required during typical day/shift to perform the essential duties of the job.

- KEY:** **N** **Never**
 O **Occasionally (activity or conditions exist 0 – 2.5 hours/day)**
 F **Frequently (activity or conditions exist 2.5 – 5.5 hours/day)**
 C **Constantly (activity or conditions exist 5.5 + hours/day)**

Physical Activity	Definition	N	O	F	C
Kneel	Bend legs at knee, come to rest on knees		X		
Couch/squat	Bend body down and forward, bending Legs and spine				X
Crawl	Move on hands, knees and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit		X			
Stand					X
Walk	Move about on foot; average distance per shift 3-5 miles				X
Stoop	Bend downward and forward at waist			X	
Lift	Raise or lower object >10 lbs. from one level to another			X	
Lift	Raise or lower object >25 lbs. from one level to another			X	
Carry	Transport an object			X	
Push	Press with steady force, thrust objects forward, downward, outward			X	
Pull	Drag or tug objects			X	
Turn/twist	Move a body part in circular motion			X	
Bend	Bend downward and forward by bending the spine at waist				X
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction				X
Handle	Seize, hold, turn with hands				X
Ability to distinguish color					X
Other					X

Note: Physical requirements include but are not limited to the above list.

MENTAL/COGNITIVE REQUIREMENTS CHECKLIST

Position Title: PAINTER Position #: 88111
Completed By: JOHN COLOR Title: SUPERVISOR Date: 4/11/01

Instructions: *Identify essential functions before completing this checklist. Complete the checklist below indicating the mental/cognitive abilities required to perform the essential functions of the position.*

Communication

comprehend and use basic language, either written or spoken, to communicate information and ideas

comprehend and use technical or professional language, either written or spoken, to communicate complex ideas

Other: _____

Calculation

perform numerical operations using basic counting, adding, subtracting, multiplying or dividing

perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols

Other: _____

Problem Solving

formulate and apply appropriate course of action for routine or familiar situations

use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations

Other: _____

Note: Mental/cognitive requirements include but are not limited to the above list

WORKSHEET FOR DETERMINING ESSENTIAL AND MARGINAL DUTIES

Completed by: JOHN COLOR
 Position title: PAINTER

Date completed: 4/11/01
 Position #: 88111

Duty #	<u>Time</u> %	<u>Time</u> Signif.*	Performed by Past Incumbent (Y/N)	Performed by Current Incumbent** (Y/N)	Position Exists to Perform Duty (Y/N)	Limited # of Employees Perform Duty (Y/N)	Highly Specialized Duty (Y/N)	Critical Importance (1-5***)	Employer's Judgement (Y/N)	Essential or Marginal (E/M)
1	40	Y	Y	NA	Y	Y	Y	5	Y	E
2	40	Y	Y	NA	Y	Y	Y	5	Y	E
3	5	N	Y	NA	N	N	Y	2-3	N	M
4	10	N	Y	NA	Y	N	Y	4	Y	E
5	5	N	Y	NA	N	N	N	2	N	M

*Significant amount of time is generally >25%. This factor is more applicable for classified positions than for unclassified or faculty positions.

**Employees who have the same job title/classification and who work in the same unit/shop/section.

***Rate on a scale of 1-5 the consequence of not performing this duty: 1= little or no consequence, 5 = serious consequence.