JOB DESCRIPTION

Supervisor of Paint Shop

Definition of Class
This is a supervisory position in which the incumbent performs duties associate with the supervision and participation in the painting operation of university building, area, equipment, and furniture. Incumbent also has the responsibility of supervising the daily operation of the Paint Shop. Incumbent has the authority to exercise discretion and judgment in a wide variety of areas. Incumbent reports to the Coordinator of Maintenance and Construction.

Examples of Work Performed
Supervises and participates in painting operations.

Plans, prioritizes, and schedules work to be completed.

Places orders for necessary materials.

Inspects completed work to ensure compliance according to specifications and instructions.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises the activities and work of subordinate employees.

2. Places orders for paint and necessary materials.

3. Writes specifications and participates in printing operations.

4. Oversees daily operation of the paint shop.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

   Physical Exertion: The incumbent may be required to lift up to approximately 80 pounds.

   Vision: Requirements of this job include close vision and color vision.
Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to walk. The incumbent is periodically required to stand; and talk or hear. The incumbent is occasionally required to sit; use hands to finger, handle or feel objects, tools, or controls; climb or balance; stoop, kneel, crouch or crawl; and reach hands or arms.

Experience/Educational Requirements:

Education:
Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:
Eight (8) years of experience related to the above described duties.

AND

Licensure:
Must possess a valid driver’s license.

Background Check Requirements
This position requires a background check upon hire.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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