



HERRON PROPERTY MANAGEMENT

Painter Job Description

Job Title: Painter

Department: Maintenance

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt (eligible for overtime)

SUMMARY:

The Painter will be responsible for painting apartment interiors and exteriors of the apartment community as well as the physical condition and readiness of all rental apartment units prior to occupancy. Experience with a paint sprayer and maintenance experience is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned:

- Performs all repairs related to interior walls and doors (i.e., patch sheet rock, tape and float, shoot acoustics, apply texture, sand re-varnish doors)
- Paints and touches up common areas as needed or scheduled by supervisor
- Maintain written status board and use Make Ready check list
- Performs written resident work orders as assigned by supervisor
- Paints all previously painted surfaces in rental unit as scheduled by Maintenance Supervisor and/or/Property Manager during Make Ready procedure, using drop cloths to protect company and personal property

EDUCATION and/or EXPERIENCE:

Education and experience include, but may not be limited to:

- High school graduate or GED
- Apartment Make Ready experience
- Painting experience

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual is a plus (Spanish).

MATHEMATICAL SKILLS:

Strong math and analytical skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, and formulas.

REASONING ABILITY:

Moderate. Must be able to apply principles of logical thinking to a variety of practical situations and accurately follow standardized procedures that may occasionally involve minor deviations. Needs ability to think rationally beyond a specific set of instructions.

COMPUTER SKILLS:

Should be comfortable using Word, Excel, and email.

PHYSICAL DEMANDS:

Must be physically able to walk, stoop, kneel, carry and lift up to 35 pounds, and climb stairs easily on a multi-terrain property. Outdoor conditions will impact the majority of job tasks; must be able to withstand various temperatures and 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 individual with disabilities to perform the essential functions.

The employee is required to stand, walk, and sit. Employees must be able to hear to perform their essential job functions.

DRIVING/TRAVELING REQUIREMENTS:

Minimal need (0% to 5% of the time) to utilize personal transportation. Must have a valid driver's license and current proof of automobile insurance.

WORK ENVIRONMENT:

The work environment characteristics are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

ADDITIONAL REQUIREMENTS:

A Painter must fulfill the performance standards of this position and comply with policies, rules and procedures of the company. Including those set out in the Employee Policy Manual, or otherwise communicated (verbally or in writing) to employees.

This job description is intended to describe the general nature and responsibilities of this position. This job description and the duties of this position are subject to change, modification and addition as deemed necessary by the company. Employees are required to comply with supervisory instructions and perform other job duties, responsibilities and assignments requested by supervisors, managers or other company officials.

This job description does not constitute an employment contract between the company and any employee.