



Human Resources

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DATE: August 24, 2021

TO: Civil Service Board

FROM: Theresa Severance
Manager, Human Resources, Healthcare and Safety

SUBJECT: Revised Job Classification of Industrial Painter

RECOMMENDATION: APPROVAL OF THE REVISED JOB DESCRIPTION FOR THE CLASSIFICATION OF INDUSTRIAL PAINTER

Background Information

As you are aware, the City is undertaking a job description review on all job descriptions last revised over 10 years ago. During this project, the job descriptions are being reviewed by both the supervisor of the position, as well as the incumbent(s). The intent of this process is to ensure that the description reflects the current duties of the position, as well as the education, experience, knowledge, skills and abilities (KSAs) required to perform those duties.

In addition to the classification specific duties and KSAs, the Human Resources team has created standard language that is included in all classifications depending on their level of responsibility. You will see that language reflected in the revised description.

The Industrial Painter was last revised in November 2006. Only minor changes were made to this description including expansion of education and experience and licensure requirements and asbestos abatement related duties and knowledge.

The job classification was discussed with the AFSCME union and all are agreeable to the proposed job description.

Outline of Duties

This classification is responsible for performing skilled preparation and coating procedures on city owned pipelines, infrastructure and utility equipment including skilled auto body repair of city owned vehicles.

Recommendation

Based on the above information, and in accordance with Section 13-7 of the Civil Service Code, I recommend that the Civil Service Board approve the revised job description for Industrial Painter.

Industrial Painter

SUMMARY/PURPOSE

To perform skilled preparation and coating procedures on City-owned pipelines, infrastructure, and utility equipment, including skilled auto body repair of City-owned vehicles.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled painting and rust prevention of equipment and vehicles, including meters, regulators, water tanks, pumps, motors, pipes, valves, graders, trucks, etc.
2. Estimate time, materials, equipment and create detailed estimate worksheets.
3. Prepare surfaces for painting or repainting by pressure washing, sandblasting, grinding, and/or sanding to remove dirt and loose paint.
4. Fabricate and replace metal and fiberglass parts for vehicles.
5. Prepare work surfaces for painting by applying filler to holes/cracks and placing masking tape over surfaces that are not to be painted.
6. Select premixed paints and prepare paint that matches specified colors.
7. Perform work to erect and dismantle scaffolding, and work from scaffolds and cranes when necessary.
8. Apply prime and finish paints and rust preventative materials to a variety of surfaces.
9. Cut and apply stencils.
10. Operate tools and equipment used in industrial painting, including sand blasters, airless painters, electrostatic sprayers, sanders, grinders, welders.
11. Operate equipment including trucks, graders, loaders, forklifts, scissor lifts, JLGs, and overhead cranes.
12. Purchase supplies, tools, and equipment necessary to perform the job.
13. Maintain tools and equipment.
14. Perform asbestos abatement as needed for pipe coating preparation.
15. Maintain records and prepare associated reports.
16. Perform painting of interior and exterior surfaces of buildings and other structures.
17. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
18. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Three (3) years of experience as an industrial coating specialist, including anti-corrosion methods for underground and above ground piping, or one (1) year course completion in corrosion prevention and industrial coatings or similar certification.
 - B. Successful completion of an accredited auto body repair and refinishing program plus a minimum of one (1) year of full-time, verifiable professional auto body repair and refinishing experience; OR a minimum of three (3) years of verifiable professional auto body repair and

refinishing experience, or industrial painting experience in repairing and refinishing motor vehicles.

2. License Requirements
 - A. Certification in Asbestos Abatement and maintenance.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege upon hire and obtain a Class B CDL driver's license within one (1) year of hire.
3. Knowledge Requirements
 - A. Thorough knowledge of the methods, materials, tools and equipment used in the industrial painting trade.
 - B. Knowledge of hazardous waste disposal methods.
 - C. Knowledge of the methods and practices of cleaning and maintaining painting equipment and supplies.
 - D. Working knowledge of welding in order to weld light sheet metal using M.I.G. welder.
 - E. Knowledge of asbestos abatement procedures and proper safe handling methods of asbestos materials.
 - F. Knowledge of problem solving and conflict resolution techniques.
 - G. Knowledge of applicable safety requirements and fire prevention methods.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - A. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility, including OSHA, ANSI and NACE.
4. Skill Requirements
 - A. Skill in planning work, including estimating time, materials, equipment and cost requirements.
 - B. Skill in the proper use of equipment and materials used in the painting industry.
 - C. Skill in the application of anti-corrosive treatments to iron and metals.
 - D. Skill in the operation of heavy equipment such as dump trucks, motor graders, front end loaders, plow trucks, forklifts, scissor lifts, JLGs, and overhead cranes.
 - E. Skill in matching colors and shades of paint.
 - F. Skill in reading and interpreting technical manuals, product guides, and material safety data sheets.
 - G. Skill in maintaining accurate records and preparing reports, per OSHA, MPCA, and other regulatory agencies.
 - A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - B. Skill in managing one's own time.
 - C. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
 - A. Ability to use good judgment and to work independently.
 - B. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
 - C. Ability to communicate and interact effectively with members of the public.
 - D. Ability to communicate effectively both orally and in writing.
 - E. Ability to understand and follow instructions.
 - F. Ability to problem-solve a variety of situations.
 - G. Ability to set priorities and complete assignments on time.
 - H. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR: TS	Union: Basic	EEOC: Skilled Craft Workers	CSB:	Class No: 5210
WC: 8393	Pay:	EEOF: Utilities/Transportation	CC:	Resolution:

INDUSTRIAL PAINTER

SUMMARY/PURPOSE

To perform skilled ~~industrial painting of equipment and vehicles~~ preparation and coating procedures on city owned pipelines, infrastructure and utility equipment including skilled auto body repair of city owned vehicles.

SUPERVISION RECEIVED

For both one-of-a-kind and repetitive tasks, the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. Incumbents work as instructed and consult with the supervisor.

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Does not have direct supervisory responsibility but does have significant oversight of temporary/seasonal employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform skilled painting and rust prevention of equipment and vehicles, including meters, regulators, water tanks, pumps, motors, pipes, valves, graders, trucks, etc.
2. Estimate time, materials, equipment and ~~cost requirements of the job~~ create detailed estimate worksheets.
3. Prepare surfaces for painting or repainting by pressure washing, sandblasting, grinding and/or sanding to remove dirt and loose paint.
4. Fabricate and replace metal and fiberglass parts for vehicles.
5. Prepare work surfaces for painting by applying filler to holes/cracks and placing masking tape over surfaces that are not to be painted.
6. Select premixed paints and prepare paint that matches specified colors.
7. Perform work to erect and dismantle scaffolding, and work from scaffolds and cranes when necessary.
8. Apply prime and finish paints and rust preventative materials to a variety of surfaces Cut and apply stencils.
9. Operate tools and equipment used in industrial painting, including sand blasters, airless painters, electrostatic sprayers, sanders, grinders, welders.
10. Operate equipment including trucks, graders, loaders, forklifts, scissor lifts, JLG=s and overhead cranes.
11. ~~Order~~ Purchase supplies, tools, and equipment necessary to perform the job.
12. Maintain tools and equipment.
13. Perform asbestos abatement as needed for pipe coating preparation.
14. Maintain records and prepare associated reports.
15. Perform painting of interior and exterior surfaces of buildings and other structures.
16. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
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JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Three years of experience as an industrial coating specialist, including anti-corrosion methods for underground and above ground piping, or one year course completion in corrosion prevention and industrial coatings or similar certification

- B. Successful completion of an accredited auto body repair and refinishing program **plus a minimum of one year of full-time, verifiable, professional auto body repair & refinishing experience**; OR a minimum of three years of verifiable professional auto body repair & refinishing experience, or industrial painting experience in repairing and refinishing motor vehicles.
2. License Requirements
- A. Certification in Asbestos Abatement and maintenance.
 - B. Possess and maintain a valid Minnesota Class D driver's license or privilege upon hire and obtain a Class B CDL driver's license within one (1) year of hire or privilege.
3. Knowledge Requirements
- A. Thorough knowledge of the methods, materials, tools and equipment used in the industrial painting trade.
 - B. Knowledge of hazardous waste disposal methods.
 - C. Knowledge of the methods and practices of cleaning and maintaining painting equipment and supplies.
 - D. Working knowledge of welding in order to weld light sheet metal using M.I.G. welder.
 - E. **Knowledge of asbestos abatement procedures and proper safe handling methods of asbestos materials.**
 - F. Knowledge of problem solving and conflict resolution techniques.
 - G. Knowledge of applicable safety requirements and fire prevention methods.
 - H. Knowledge of, or the ability to learn, City policies and procedures.
 - A. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility, **including OSHA, ANSI and NACE.**
4. Skill Requirements
- A. Skill in planning work, including estimating time, materials, equipment and cost requirements.
 - B. Skill in the proper use of equipment and materials used in the painting industry.
 - C. Skill in the application of anti-corrosive treatments to iron and metals.
 - D. Skill in the operation of heavy equipment such as dump trucks, motor graders, front end loaders, plow trucks, forklifts, scissor lifts, JLG's and overhead cranes.
 - E. Skill in matching colors and shades of paint.
 - F. Skill in reading and interpreting technical manuals, product guides, and material safety data sheets.
 - G. **Skill in maintaining accurate records and preparing reports, per OSHA, MPCA, and other regulatory agencies.**
 - A. Skill in the operation of office equipment including, but not limited to, general computer systems, job required software applications, the internet, and modern office equipment.
 - B. Skill in managing one's own time.
 - C. Skill in completing assignments accurately and with attention to detail.
5. Ability Requirements
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