

Position Title: Painter

Position No.: BLA-526102

13. BASIC FUNCTION OF POSITION

Employed as a Painter/Decorator carrying out all aspects of the painting and mudding dry wall as well as decorative painting techniques throughout the Chancery and all Government Owned and Long Term Leased and Short Term Leased residential properties.

14. MAJOR DUTIES AND RESPONSIBILITIES

Trade and Technical Duties

90%

The incumbent is required to undertake all painting, decorating, mudding and Venetian plastering and able to do polish melamine/ lacquer finish to wood surfaces requirements in response to scheduled and un-scheduled work orders generated by WOW work order module in all Government owned, Short Term Leased and Long Term Leased residential properties. TYPICALLY: Special and general repairs to all building surfaces and woodwork, both interior and exterior, using correct and appropriate method of application through to the completed paint system. Appropriate preparation of ceilings and walls to accept varied covering from basic vinyls to expensive fabric finished coverings using recommended adhesives and hanging data. Complete re-decoration of office and residential properties ensuring personal and Government effects are moved or protected to provide a safe working environment. Carry out regular stock checks and also ensure prudent purchase when ordering materials to ensure they are in line with project magnitude or variation. Ensure all flammable liquids and chemicals are stored and used under appropriate and safe conditions. Identifies and assembles correct working platforms observing and implementing required Health and Safety procedures. Discuss and advise on the appropriate method of work and materials required when liaising with section heads or management, estimate material and time frames required to achieve targets. On a daily basis implements a personal time management system in order to assure timely rotation of work orders through completion. Liaise closely with other trade persons when participating in joint projects ensuring they run smoothly, safely and if possible, within the allocated time frame. Submit incident/report forms on situations that arise where a response or repair is required urgently for damage limitation or Health and Safety needs. Drive Government vehicles to residential properties or to obtain supplies from stockists. When purchasing materials, ensures all relevant paperwork is submitted for processing. Plasterboard wall and ceiling using 'dot and dab' technique where wet plaster finishing is not practical. Properly maintain all associated equipment and tools. Supply sample boards of decorative oil and acrylic scumble glaze techniques for management approval to be applied in high profile representational properties or other specified areas. Advises on a reasonable time frame for such work so that management can reach or set goal objectives. The incumbent responsible to maintain work area/place clean and keep all tools in good condition all the time.

Additional Maintenance Duties

10%

Perform additional maintenance duties as and when required by the Facility Manager e.g. Major visits, large functions organized/arranged by state department. At the end of each working day complete and hand in to the maintenance office time sheets and work order details for entry in to the WOW work order module. The incumbent must be able to mix paint colors by hand.

15. QUALIFICATION REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education: Elementary school education is required.
- b. Prior Work Experience: Must have a minimum of 5 years work experience in painting/polishing trade with a reputed contractor/organization out of which two years must be with a large modern commercial building or government facilities. Experience will be verified by contact with previous employers, letters of previous employment, manufacturer's or training certifications.
- c. Post Entry Training: On the job training for the first six months.
- d. Language Proficiency: The position requires the following language skills: Level II (Limited Knowledge) Speaking, Reading and Writing of English is required. Level III (Good Working Knowledge) Speaking, Reading and Writing of Marathi/Hindi is required.
- e. Job Knowledge: Familiarity with Health and Safety requirements regarding use of paint and associated materials. Thorough knowledge of all aspects of plastering trade. Thorough knowledge of appropriate materials and applications available to the trade.
- f. Skills and Abilities: Must understand requirements of working unsupervised in large office environment and residential properties. Must able to work with other trades, as a team, to reach specific goals and objectives. To have an aptitude for neat and finished workmanship. The incumbent must have the ability to evaluate a job, select and calculate materials, assess the impact the work has on other and apply a valid solution when necessary. The ability to identify problems or dangers and report such incidents or issues through the management structure. Must have ability to communicate with the management or customer in a timely way for any job related queries. Ability to work as part of a team. Good interpersonal skills. Ability to work under pressure to tight timescales.

16. POSITION ELEMENTS:

- a. Supervision Received: Direct supervision is received from Maintenance Supervisor (BLA-526052). Work is assigned on a daily basis or after project completion.
- b. Supervision Exercised: None
- c. Available Guidelines: Guidelines are established by the instruction on the work order and additional instructions from the foreman. The Foreman will discuss with the incumbent the best method for solving problems on site, within the principles of the basic methods of the trade.

- d. Exercise of Judgment: The incumbent due to the nature of this trade is expected to exercise judgment at the correct performance level in order to respond and complete work in an acceptable manner.
- e. Authority to Make Commitments: Minimal, within limits set by American Officers.
- f. Nature, Level, and Purpose of Contacts: Incumbent meets and often works along side all ranks of Consulate Officials, either in the office or at residential properties. He/she must at all times set a good example in both his/her manners and friendly approach. In addition, his/her professionalism and the nature of the work must, in circumstances under their control, have minimal disruption and impact.
- g. Time Expected to Reach Full Performance Level: Six months.