



**Greater Gadsden  
Housing Authority**

422 Chestnut Street  
Post Office Box 1219  
Gadsden, AL 35902-1219



(256) 547-2501

FAX (256) 549-1626

TDD Line for Deaf (800) 548-2546

## Job Posting

**Selecting Officer:** Greg Price, Executive Director  
Glenn Dennis, Director of Technical Services

**Painter Position:** The Painter Position is located in the Maintenance Department at 500 Tuscaloosa Avenue, Gadsden, Alabama. The office hours are from 7:00 am to 5:30 pm Monday through Thursday.

**Advertising Date: Monday, July 12, 2021:** Applications will be taken until the position is filled but the initial review of applications will begin **July 26, 2021**, and applications received after July 26 may not be reviewed if the position is filled. However, applications are maintained for one year in case of another vacancy. **Note: Must complete the application supplied by the GGHA (Copy Attached).**

**Condition of Employment:** The applicants selected for this position will serve as an introductory period; before becoming eligible for benefits (health insurance available after one full calendar month of employment). The introductory period for the employee will be a minimum of three months and a maximum of one year. However, this can be negotiated based on the applicant's experience and qualifications. Each employee's performance will be evaluated monthly and/or quarterly and if the job is being performed satisfactorily, the position may be converted to a regular position. At this time the employee will be entitled to benefits, as appropriate.

**Work Requirements:** Under the general supervision of the Director of Technical Services and Direct supervision of the Maintenance Supervisor or assigned Maintenance Mechanic, the incumbent is responsible for skilled interior and exterior painting tasks at buildings and apartments owned by the Housing Authority. Applies stain to wood surfaces. Repainting/refinishing appliances and refinishing tubs and sinks. Work involves using tools and equipment typically used by painters, and includes preparing surfaces for painting and staining, applying paint, stain, and other finishes, and clean-up activities.

**Experience Required:** At least two (2) years' experience in painting a variety of interior and exterior surfaces, or an equivalent combination of education and experience. NOTE: This job requires the incumbent to maintain a working telephone.

The information contained in the application and job experience (as indicated in the application) will be evaluated to determine if the applicant meets the requirements for this position. This information will be evaluated and rated, and highest rated candidates will be contacted for an interview. Individuals that do not meet the minimum requirements and/or are not one of the best qualified candidates for the position will be notified, in writing, of this determination. Individuals selected for an interview and test will be notified, in writing, of their selection or non-selection.

**NOTE: For all applicants selected for the interview and not selected, your application for this position will remain on file with the GGHA for 1 year for consideration if this position were to become vacant for any reason. Note: All GGHA buildings are designated as non-smoking!**

**Starting Salary is Grade 16, Step 1 which is \$17.91 per hour.**

**If you have any questions, please call Glenn Dennis at 256-547-2505.**

# Job Description

## Greater Gadsden Housing Authority

### Painter

**Department:** Technical Services

**Level:** 16

**Date:**

**Reports To:** Maintenance Supervisor

**FLSA:** NE

#### Summary

Performs skilled interior and exterior painting tasks at buildings and apartments owned by the Housing Authority. Apply stain to wood surfaces. Work involves using tools and equipment typically used by painters, and includes preparing surfaces for painting and staining, applying paint, stain, and other finishes, and clean-up activities.

#### Essential Job Functions

A. Prepare interior and exterior surface for painting, apply paint, and perform clean-up activities associated with painting authority buildings, structures, facilities, added attachments to buildings, such as ramps

1. Smooth surfaces in preparation for painting by using sandpaper, brushes, steel wool, scraper, etc.
2. Fill holes, cracks and joints with caulk, putty, or other filler using caulking gun and putty knife
3. Replace and repair plaster and sheetrock, as needed
4. Remove fixtures such as pictures, curtains, electrical plug and switch covers, etc. using screwdriver, or cordless drills
5. Move furniture and appliances, as needed
6. Spread drop cloths over floors and furniture, as needed
7. Protect surfaces, as needed, with masking tape or other covering
8. Perform minor repairs needed in order to prepare for painting
9. Check outside of buildings for cracks in calk, and fill as needed
10. Set and climb ladders, scaffolding, walkboards, etc. prepare surfaces and/or apply paint or other coating
11. Report violations of housing authority policies observed, such as vehicles on grass, smoking violations, poor housekeeping, etc.

B. Apply coats of paint, varnish, stain, etc. to interior and exterior surfaces of housing authority buildings, structures, facilities, fixtures, added attachments to buildings, such as ramps, appliances, and refinishing tubs and sinks

1. Apply paint to interior and exterior surfaces using brushes, rollers, and sprayers, and ladders as needed
2. Apply stain and varnish to wood surfaces
3. Paint parking lots, curbs, fencing, handrails, and handicap ramps
4. Clean brushes, rollers, and other equipment and tools in accordance with established procedures
5. Clean work area and move furniture and appliances back in place prior to departure

6. Clean work area after refinishing HVAC grills

### **Knowledge, Skills, and Abilities**

1. Knowledge of the standard practices and methods of painting and staining surfaces
2. Knowledge of the standard practices and methods of preparing surfaces for paint or stain
3. Knowledge of the occupational hazards and appropriate safety precautions associated with interior and exterior painting
4. Knowledge of the types of paint required for various surfaces, such as concrete, plaster, wood, drywall, etc.
5. Knowledge of preparation and refinishing of tubs, sinks, and appliances
6. Ability to apply paint and stain to interior and exterior surfaces in accordance with the standards and practices of the painting trade
7. Ability to refinish tubs, sinks, and to appliances
8. Ability to communicate effectively both orally and in writing with coworkers, residents, and the public
9. Ability to understand and follow oral and written instructions
10. Ability to establish and maintain effective working relationships with coworkers, contractors, residents and the general public
11. Ability to operate standard painting equipment including ladders, sprayers, rollers, etc.
12. Ability to drive a truck or van to work sites
13. Ability to load and unload paint and equipment

### **Minimum Qualifications**

High school diploma or GED Certification plus two years of experience in painting a variety of interior and exterior surfaces, or an equivalent combination of education and experience. NOTE: This job requires the incumbent to maintain a working telephone.

Other: Valid Driving License  
Ability to be insured under the Authority's policy

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description. All job duties must be performed in accordance with the provisions of the employee handbook.