

Apprentice Job Description:

Organizational Relationships: reports to Crew Leader, Lead Painter

Safety: All employees are required to conduct themselves in a safe manner at all times to insure the safety of their customers and themselves, as set forth in the Paint of WNY Safety Manual.

Scope of Responsibility: as delegated by crew leader or field supervisor. Efficiently carry out paint related duties in a professional, workmanlike manner. To carry out tasks, within the time frame, prescribed by the crew leader and/or field supervisor. Help Painters and crew leaders with various tasks throughout the day. Will execute the Paint of WNY Mission Statement.

Duties and Responsibilities: Arrive to the job or shop in time to start work prior to 8:00 a.m. daily, unless otherwise specified by crew leader or supervisor.

- Must possess the capabilities to learn how to move and use ladders and power equipment (i.e. sanders, sprayers, 32' ladders, etc.).
- Must have an understanding of preparation procedures (i.e. sanding, caulking, sealing, etc.).
- Must show an ability to learn all painting functions; i.e. paint windows, doors, soffits, fascia, shutters, etc.
- It is also the apprentices' responsibility to help trainees learn how to carry out the following duties and responsibilities efficiently:
- Needs ***Gimp!!***

1. **Set-Up Job Site Daily:**

- a. Drop out areas to be painted - drop, tape, plastic
- b. Set up ladders - remove from truck and ask foreman where he wants them

2. **Maintain overall jobsite appearance**

- a. Maintain On-Site Shop Area
 - i. Ask crew leader/ master painter where shop is to be located.
 - ii. Drop out area and keep shop neat throughout the day
- b. Clean-up paint chips and dispose of properly
- c. Shake out drops in designated areas
- d. Clean up site before lunch
- e. Clean up job site at end of day

3. **Maintain Truck Appearance**

- a. Keep truck clean and organized
- b. Keep truck stocked with essential materials and equipment

4. **Help Prep for Painting**

- a. Scrape
- b. Sand

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- c. Caulk
- d. Prime

5. Basic Elements of Painting

- a. Brush
- c. Roll
 - i. 9" Roller
 - ii. Whizz

Perform all of the above tasks with proficiency as described in the learning checklist.

- Provide your own transportation to and from the workshop. Be ready at pick-up time, if you are late you are on your own to get to the job
- Be available in terms of scheduling hours. Be on time!
- Bring your lunch. Don't expect anyone to go out and get your lunch
- Be reliable, present good work ethic, high integrity and drug free
- Clean presentable appearance expected at all times
- Maintain dress code according to the standards that Paint of WNY customers expect; i.e. appearance. Must wear clean Painting shirt, white painter's pants, khaki pants or shorts. No cutoffs or tank tops
- Attend all safety and training seminars
- Good technical skills in terms of using hand & power tools
- Have tools with you. Keep track of your tools. They are your responsibility! If you need any tools ask the crew leader. Return all borrowed tools to the rightful owners
- Be able to communicate basic work requirements in English

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It's your responsibility to keep busy throughout the day. When you need something else to do, ask your crew leader or supervisor.

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