



Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Interior Finishes Generalist

Department: Building Trades

Reports to title: Building Trades Supervisor

Full Time: X Part Time:

Date Prepared: January 10, 2020

Job Group & Level: A0-3 Regular Daily Work Schedule: 7:00 to 3:30

Pay Type: Weekly X Monthly Months Per Year: 12 Hours Per Week: 40

(Summer Months) Months Per Year: Hours Per Week:

1. Summary of Position:

The Interior Finishes Generalist supports the efforts of the Building Trades Shop to improve and repair building interior finishes throughout the campus. Tasks include painting, repair and small installations of flooring, glazing, as well as supports carpenters with general maintenance and repairs. The generalist also provides guidance to contractors at the direction of the Building Trades Supervisor .

Takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

2. Principal Duties and Responsibilities:

70% - Painting/Flooring/Refinishing Surfaces

- Paint, refinish furniture and prepare surfaces for refinishing
- Repair and install finish flooring materials such as carpet, tile, resilient and hardwood flooring

10% - General Maintenance

- Execute glazing and handle glass work, including fixing and repairing storm windows, repairing broken windows and general maintenance
- Oversee the work assignments of summer workers and/or student employees assigned to the paint shop during the summer

10% - Carpentry Support

- Assist with the repair of building components including, but not limited to; windows, doors, railings, porches, stairs, patios, walkways, roofing, plaster and dry-wall

5% - Events Support

- Assist with the setup and preparation for events

5% - Performs other duties/functions as requested

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:

Straightforward operational interactions/communications such as providing, obtaining, and receiving information.

4. Education: (include certifications and licenses)

Required:

- High school or vocational high school diploma, or equivalent.
 - A valid driver's license and successful credentialing is required in order to operate college vehicles (vans and pickup trucks)
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Preferred:

5. Experience: (List specific skills necessary to perform this job) Required:

- 3 - 5 years of commercial interior finishes experience
- Attention to detail
- Good written and verbal communication, organizational, time management and problem solving skills
- Commitment to working with a diverse and inclusive community
- Ability to use computers and electronic devices to access work orders and for time keeping
- An acceptable criminal offender records information (CORI) check
- Successful completion of a pre employment physical and lift test

Preferred:

- More than five years commercial painting and flooring experience
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6. Environmental and Physical Demands: (Please describe the work environment and unusual

physical demands, i.e. lifting requirements.)

- Repetitive motions including hands, wrists, fingers, and arms
 - Lift, carry, push and pull 35 pounds and occasionally lift, carry, push and pull up to 50 pounds
 - Visual: Normal and close visual concentration/manual dexterity
 - Movement: Kneeling, bending, crouching, reaching, standing, and walking Ascending/descending stairs, ladders, and scaffolding
 - Exposure to fluctuations in temperature and weather conditions
 - Exposure to paint, cleaning products and other construction related chemicals
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7. Decision Making:

Some choice of action where routine tasks are done within established guidelines. Decisions and actions are usually reviewed regularly by supervisor. Objectives are established by supervisor. Employee plans and arranges own work, referring only unusual cases to supervisor or others. Work is varied and/or involves occasional changes in priorities.

8. Supervision Exercised/Received:

Moderate supervision received by the supervisor. May supervise student and casual employees under the direction of the Building Trades Supervisor during the summer.

Under the direction of the Building Trades Supervisor, the position will have limited supervision responsibility primarily during the summer over student and casual employees. The number varies, rarely more than three.

Supervisory Responsibility: Yes _____ No X

Number of Employees Supervised: _____