

**Vincennes University**  
**Maintenance Associate Painter**  
**Physical Plant**

**Minimum Qualifications:** High School Diploma or G.E.D., Valid Driver's License,

**Essential Duties and Responsibilities:**

- Communications - Must have excellent verbal communication skills and be able to work independently and with other Physical Plant Personal.
- Responsible for mixing paints, matching colours, preparing surfaces, and applying paint to these surfaces. May perform touch-ups or coordinate large painting projects related to the university needs.

**Duties:**

- Preparing painting surfaces by washing walls, repairing holes, or removing old paint
- Mixing, matching, and applying paints and other finishes to various surfaces
- Providing decorative and faux finishes as the project requires
- Handling planning and prep work in an efficient manner
- Preparing the surrounding area by covering with cloth or plastic to prevent messes
- Moving furniture and equipment as necessary to reach the entire surface of the project
- Calculating the amount of materials and time required for said project
- Removing fixtures such as door knobs and light switch covers
- Taping off areas as needed
- Choosing and purchasing paint, brushes, and other supplies from university approved vendors
- Cleaning up supplies and replacing fixtures when project is complete.
- Other duties within the Physical Plant as assigned.

**Position Requirements:**

- Experience in painting in the institutional or commercial environment.
- Provide instruction to assistants and assist with training of new co-workers.
- Experienced and comfortable working in heights, on scaffolding, ladders, and lifts.
- Understand and follow all safety procedures and use of safety equipment. Understand use of MSDS.

- Maintain positive working relations with co-workers, faculty, and staff, students and the general public; will/can be required to work as a member of an assigned crew on large projects.
- Knowledge of types and skilled in the applications and use of paints, adhesives, stairs, wall coverings, etc.
- Interprets and work from rough sketches, drawings, and blueprints and follows both verbal and written instructions.
- Ability to work with limited supervision.
- Able to respond to emergency situations and may be required to work occasional weekends/holidays and be on call weekends on a rotating basis.

**Physical Demands:**

- Standing, bending, climbing, carrying, reaching, handling, and use of fingers 50% or more of the work day.
- Regular attendance is required for this position. Actual schedule contingent upon the needs of the department and Vincennes University.
- Works both indoors and outdoors, occasionally under inclement weather conditions.
- Works in close proximity to electrical/HVAC equipment.
- Frequently exerting 10-50 pounds of force. Occasionally lifting 50-100 pounds and over.

Applicants should submit a cover letter, resume and contact information for three references to Vincennes University, 1002 North First Street, Vincennes, IN 47591 or email to [jobs@vinu.edu](mailto:jobs@vinu.edu). Interviews may be held concurrently with the application period.

Vincennes University is committed to diversity in the college community  
AA/EOE