

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION
 POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM San Quentin Rehabilitation Center		POSITION NUMBER (Agency-Unit-Class-Serial) 095-216-6524-XXX		MCR / HCR 1/D
DIVISION / UNIT Business Services / Plant Operations		CLASSIFICATION TITLE Painter II, CF		
		WORKING TITLE		
		TIME BASE / TENURE PFT	CBID R12	WWG 2
LOCATION San Quentin, CA		INCUMBENT		EFFECTIVE DATE

CDCR'S MISSION and VISION

Mission

We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.

Vision

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

DIVISION OVERVIEW

BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS

GENERAL STATEMENT

BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Supervisor of Building Trades, this position will plan, lay-out, lead and inspect work of a small crew of Painter I (Correctional Facility) and other workers including incarcerated workers assigned in painting work.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
40%	Lays out, directs and assists with the work of scraping, painting, and finishing wood and metal surfaces; leads, instructs and works with a small crew of incarcerated workers in applying undercoats and finished coats with brush or by spray machine; hanging wallpaper; mixing and matching paints and finishes; erecting scaffolding; cleaning and maintaining brushes and other equipment; painting routine signs.
40%	Performs painting and finishing of wood and metal surfaces; erects and paints from ladders, scaffolding, and rigging; replaces glass and Plexiglas windows; operates sandblasting machines; hangs wallpaper; operates and uses spray painting equipment; applies fireproofing to required areas.
15%	Plans and lays out schedules; requisitions materials and equipment necessary to complete work orders in assigned areas; reads schematics, plans, and blueprints; provides guidance to incarcerated work crews in the completion of maintenance work orders; ensures that materials and equipment are prepared and ready for scheduled work; contacts outside vendors for price quotes; prepares Form CDC 954 (Intraoffice Requisition); keeps simple work records.

5%

Attends all meetings, training, and seminars as needed or required. Performs other related duties.

SPECIAL REQUIREMENTS

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: **Either I:** One year of varied experience as a journey level painter. **AND** Completion of a recognized apprenticeship in painting and finishing. **Or II:** Five years of varied experience in the painting and finishing of wood and metal surfaces. An Associate of Arts or Certificate of Arts Degree in Painting and Finishing from an accredited community college or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310.2 may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination, but must present evidence of completion prior to appointment.)

KNOWLEDGE AND ABILITIES: Knowledge of: Principles, methods, materials, tools, and equipment used in painting; Safety Orders of the Division of Industrial Safety applicable to plumbing; and building codes.

Skill in: Brush and spray painting, paper hanging, mixing paints, finishing materials, and blending and matching colors.

Ability to: Mix paints and match colors; scaffolding and rigging; do paper hanging; estimate materials needed; keep simple records and make reports; follow oral and written instructions; read and write English at a level appropriate for the classification; and erect and paint from ladders. Also the ability to instruct, direct and coordinate the work of a small crew.

LANGUAGE SKILLS: Ability to give and receive verbal and written instruction, spell accurately, write reports and correspondence and perform financial and statistical clerical work.

REASONING ABILITY: Ability to analyze data and draw logical conclusions, and apply departmental rules and regulations to specific instances.

CERTIFICATES, LICENSES, REGISTRATIONS: None noted.

OTHER SKILLS AND ABILITIES: Ability to maintain regular attendance and to be punctual.

OTHER QUALIFICATIONS: Knowledge of modern office methods, supplies and equipment; business English and correspondence; methods, practices and terminology used in financial and statistical record-keeping work.

SPECIAL PERSONAL CHARACTERISTICS: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of incarcerated people.

Assignments during tour of duty may include sole responsibility for the supervision of incarcerated people and/or the protection of personal and real property.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday
Frequently: Involves 1/3 to 2/3 of workday
Occasionally: Involves 1/3 or less of workday
N/A: Activity or condition is not applicable

Standing: Constantly - To perform painter duties, utilize a photocopier, file, shred, or confer with other staff.

Walking: Constantly - To report to and from work site, access printouts from the printer, obtain files or supplies, or confer with other staff.

Sitting: Occasionally - To operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Frequently - To move tools and materials in order to perform job duties.

Carrying: Frequently - To carry tools and materials in order to perform job duties.

Bending/Stooping: Frequently - To perform job duties. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - To perform job duties.

Reaching Overhead: Frequently - To perform job duties.

Climbing: Frequently - To utilize stairs and ladders.

Balancing: Frequently - To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Frequently - To perform job duties.

Kneeling/Crouching: Occasionally – To perform various job duties.

Crawling: N/A

Fine Finger Dexterity: Frequently - To sort through paper, operate a computer, and perform job duties.

Hand/Wrist Movement: Frequently - To operate a computer, telephone, photocopier, and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to perform job duties.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: Occasionally - To utilize electric cart, operate forklift, boom lift, and scissor lift if trained.

Hearing/Speech: Occasionally - To communicate with co-workers and by telephone.

Sight: Constantly - To access a computer, read, review and generate paperwork, inspect and perform job duties.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Painter II, C.F.; works in an office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Painter II, C.F.; may occasionally walk outside to obtain paperwork from another office.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Hand and power tools, paint brushes/rollers, Power washers, Airless, Conventional Guns, Texture Sprayer, Line Laser, Glass Cutter, Ladders, and/or any painting related equipment or tools.

COMMENTS: Work hours are 6:30am to 2:30pm, Monday through Friday.

Information for this document was obtained by reviewing the State Personnel Board specification for this classification and through observation of duties as they are currently performed.

CONSEQUENCE OF ERROR

- Example: Consequences of error may result in loss of time and could cause significant delays in program production. Such delays can result in inefficient use or misdirection of department resources resulting in the inability to meet efficiency and time line goals, and varying degrees of negative financial impacts to the department.

To be reviewed and signed by the supervisor and employee:
EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
-------------------------	----------------------	------

SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
---------------------------	------------------------	------