

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER 30796	DGS DIVISION / OFFICE or CLIENT AGENCY Facilities Management Division (FMD)	
UNIT NAME Region I - Labor & Workforce Development Agency	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 1416 9th Street, Sacramento, CA 95814	
CIVIL SERVICE CLASSIFICATION Painter I	POSITION NUMBER 308-974-6526-001	CBID R12
POSITION ELIGIBLE FOR TELEWORK: ☐ Yes ☒ No	PROBATIONARY PERIOD ☒ 6 Months ☐ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday - Friday / 3:00pm - 12:00am	TENURE P	
WORKING TITLE Painter I	TIMEBASE FT	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☒ No	BILINGUAL POSITION: ☐ Yes ☒ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☒ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the supervision of the Chief Engineer II, the Painter I in the Facilities Management Division (FMD) in the Labor & Workforce Development Agency maintains and improve the painted appearance of the buildings in the Sacramento Region in accordance with FMD policies and procedures.

SPECIAL REQUIREMENTS ☒ Medical Clearance ☒ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Medical Clearance

This position requires medical evaluation clearance.

Background Clearance

This position and/or location requires background investigation clearance.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Prepares building surfaces for painting by removing excess oil and dirt, patching nicks, holes, cracks, gouges and taping wall joints and edges utilizing cleaning solutions and the appropriate tools to ensure primer, paint and/or stain are applied to surfaces in accordance with published guidelines in order to maintain and restore the interior and exterior buildings.
25%	Removes debris from parking lots using leaf blowers, vacuums and brooms in order to set up stenciling by measuring, chalking and painting designated parking spaces, curb striping and traffic signs to ensure state owned property is maintained and restored in accordance with ADA regulations and published guidelines.

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PERCENTAGE	DESCRIPTION
15%	Cleans paint brushes, rollers, spray equipment and work areas daily by following manufacturer's recommended cleaning solutions, removing protective coverings and debris , sweeping floors and wiping cabinets to ensure equipment and material are properly kept and returned to the proper storage location in order to maintain a clean and organized workspace in accordance with FMD standards.
10%	Organizes and maintains records, files, and technical listings on equipment, tools, and products by utilizing log books, various office software, and/or Maximo in order to provide preventive maintenance and report hazardous material usage to the supervisor(s) to ensure guidelines are in accordance with FMD policies and procedures.
10%	Attends job-specific training in the handling of hazardous materials or other related topics, updates Injury and Illness Prevention (IIPP) Plans and records, completes reports, and executes the plans for Emergency Response, Disaster Recovery and Business Resumption and hazardous Materials and Waste Manifest in order to maintain a safe and healthy environment for all employees and to ensure compliance with health and safety regulations.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists the manager in preparing time and material cost estimates for less complex jobs for renovation and preventive maintenance projects by using square footage criteria in order to prepare bills for tenants, submit written equipment and inventory supply requests to ensure proper payment and adequate stock is on hand.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS☒ Travel (Specify the percentage in the travel box below)Travel 5 % of the time to various locations and may include overnight travel by various methods of transportation.

Work in low-rise to high-rise office building environment.

Wear unaltered FMD supplied shirts according to current uniform requirements.

When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor.

Work environment involves exposure to unusual elements, such as extreme temperatures, dust, fumes, unpleasant odors, and loud noises.

Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions.

May require ability to work overtime.

May require working in confined spaces, i.e., ceiling, crawl spaces, and mechanical equipment spaces.

DESIRABLE QUALIFICATIONS

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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C & P APPROVED BY	DATE SIGNED
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