Name:

DUTY STATEMENT
DEPARTMENT OF MENTAL HEALTH
NAPA STATE HOSPITAL

JOB CLASSIFICATION: PAINTER SUPERVISOR

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

This is the first full supervisory level. Incumbents plan, lay out, direct and inspect the work of a crew of painters and other workers engaged in general painting and finishing of buildings and equipment; requisition materials and supplies; see that work is carried out according to plans and specifications, and is properly correlated with other trades; inspects scaffolds, ladders, ropes, hooks and other painting and safety equipment; and see that safety regulations are followed.

40%	Supervises and maintains contracts; coordinates the preventive maintenance program with unit staff; completes progress reports; inventories and requisitions equipment, paint, and sign materials as needed.
20%	Plans, lays out, assigns, directs, monitors, and inspects work of Painters and other workers assigned to the Paint Shop.
20%	Complies with legal mandates which govern hospital operations. Ensures the hospital meets the system-wide expectations and requirements of the Civil Rights of Institutionalized Persons Act (CRIPA) and the United States Department of Justice (USDOJ).
10%	Makes signs or writes service orders to keep signage up to date.
5%	Meets with immediate supervisor and discusses work schedules.
5%	Other related duties as required.
%	**SITE SPECIFIC DUTIES**
%	**TECHNICAL PROFICIENCY**

2. SUPERVISION RECEIVED

The Painter Supervisor functions under the supervision of the Chief of Plant Operations I.

3. SUPERVISION EXERCISED

The Painter Supervisor supervises Painters and unskilled assistants that may be assigned to the Paint Shop.

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
Principles, methods, materials, tools, and equipment used in painting, finishing, and paper hanging work; painting Safety Orders of the Division of Industrial Safety, and techniques of effective supervision; the Equal Employment Opportunity (EEO) objectives; a manager's role in the EEO Program and the processes available to meet EEO objectives.

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 directions; read and write English at a level appropriate to the classification; and erect and paint from ladders, and plan, lay out, direct and inspect the work of a crew of painters and helpers; effectively contribute to EEO objectives.

5. REQUIRED COMPETENCIES

SAFETY
Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

CULTURAL AWARENESS
Demonstrates awareness to multicultural issues in the workplace which enable the employee to work effectively.

SITE SPECIFIC COMPETENCIES

TECHNICAL PROFICIENCY (SITE SPECIFIC)

6. LICENSE OR CERTIFICATION – NOT APPLICABLE

7. TRAINING - Training Category = D

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

EMPLOYEE IS REQUIRED TO:

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, individuals, and the public; and
- Comply with hospital policies and procedures.

The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Employee Signature	Print Name	Date
Supervisor Signature	Print Name	Date
Reviewing Supervisor	FERNANDO CORTEZ Print Name	9/15/2026 Date