

## EDITED TASK LISTING

**CLASSIFICATION: PAINTER III, CORRECTIONAL FACILITY**

**NOTE: Each position within this classification may perform some or all of these tasks.**

<b>Task Statements</b>	
1.	Patch and repair damaged surfaces for priming/finishing various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to meet institutional program needs, security needs, federal and state mandates, etc., by utilizing various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as needed.
2.	Mix or tint paint to match existing finishes of various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to meet institutional program needs, security needs, federal and state mandates, etc., by utilizing various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as needed.
3.	Paint, stain and/or varnish various woodwork, metal, masonry, drywall, etc. effectively protecting and producing optimum finish on various surfaces to meet institutional program needs, security needs, federal and state mandates, etc., by utilizing various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as needed.
4.	Repair/replace/glaze broken windows on various buildings and structures to meet institutional program needs, security needs, federal and state mandates, etc., by utilizing various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as needed.
5.	Performs Demand Work Orders for institutional departments to meet the daily operational needs of a correctional facility by utilizing various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as requested or required.
6.	Performs preventive maintenance to various buildings, structures and fixtures (e.g., doors, windows, window frames, etc.) in order to increase life expectancy of all state buildings and conserve energy, by utilizing the Standard Automated Preventive Maintenance Systems (SAPMS) and various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], on an on-going basis.

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7.	Inspect and report on the completion or progress of Preventative and Demand Work Orders and various projects (e.g., road markings, non-slip surfaces, painted and non-painted surfaces, etc.) to ensure proper completion of work, meet institutional security and program needs, provide a safe working environment, ensure compliance with various laws, rules, regulations, codes, policies, procedures, etc., by utilizing various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as required.
8.	Plan and organize the work of Painter I/II and inmates/wards engaged in the operations, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to provide information/direction, ensure proper completion of work, to meet institutional security and program needs, etc. by utilizing the work order system and various resources, [e.g., job specifications, blueprints, SAPMS, Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as directed.
9.	Lead the work of Painter I/II and inmates/wards engaged in the operations, maintenance, alteration and repair of various buildings, structures, and fixtures (e.g., sheet rock, doors/frames, and window trim, etc.) to provide information/direction, ensure proper completion of work, to meet institutional security and program needs, etc. by utilizing the work order system and various resources, [e.g., job specifications, blueprints, SAPMS, Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as directed.
10.	Advise/inform direct supervisor of painting materials, tools, and equipment needed to meet the needs of the institution to ensure compliance with various rules, regulations, codes, etc., by utilizing various resources (e.g., catalogs, fliers, vendors, UBC, departmental design criteria guidelines, project drawings and specifications, and personal experience, etc.), on an on-going basis.
11.	Coordinates with departmental trades people, custody and other institutional program staff, contractors and vendors regarding projects, preventive maintenance and repairs of facilities (e.g., buildings, structures, fixtures, etc.) to ensure the work is completed effectively and efficiently in order to minimize disruptions that may impact security, operations and programs, etc., and to ensure compliance with various, rules, regulations, policies, procedures, etc., utilizing interpersonal skills and various resources [e.g., Hazardous Material Guidelines, Senate Bill 198 (SB 198), Injury and Illness Prevention Program (IIPP), etc.], as needed.

*Tasks highlighted in bold text are not currently on the SPB classification specification*

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12.	Prepares estimates for a variety of jobs to include labor, materials, tools, equipment, etc., to identify and provide supervisor with the necessary information for cost analysis, planning and developing projects utilizing various resources (e.g., personal knowledge, blueprints, rough sketches, vendors, laws, rules, codes, regulations, policies, institutional operational procedures, etc.), as needed.
13.	Prepare and maintain records and reports (e.g., material safety data sheets, inmate/ward timekeeping, staff and inmate/ward safety training, tool control, etc.) to provide information for institutional use and assure compliance stipulated by laws, rules, regulations, policies, procedures, etc., utilizing various resources (e.g., Departmental Operations Manual [DOM], Title 15, institutional operational procedures, Inmate Work Training Incentive Program (IWTIP), IIPP, etc.), on a daily basis.
14.	Supervise individuals committed to the Department of Corrections and Rehabilitation while maintaining the safety and security of the institution, preventing escapes and injuries by inmates/wards to themselves or others, in the performance of daily activities utilizing interpersonal skills, heightened awareness of the surroundings, Title 15, IWTIP, etc., as required by departmental policies on a continuous basis.
15.	Inspect assigned shop (e.g., locking devices, tool cages, conditions of tools, tool inventories, etc.) to ensure compliance stipulated by laws, rules, regulations, policies, procedures, providing a safe and secure working environment, utilizing various resources (e.g., DOM, Title 15, etc.), on a daily basis.
16.	Communicate in a professional and effective manner with supervisors and others (e.g., state employees, inmates/wards, the public, contractors, vendors, inspectors, etc.) to provide and obtain information, establishing an effective working relationship, utilizing tact, interpersonal skills, Title 15, etc. in all situations at all times.
17.	Act as the Supervisor of Building Trades or Utility Shop Supervisor in his/her absence to ensure continued operations of the institution, utilizing personal knowledge and experience, DOM, institutional operational procedures, and departmental policies per institutional needs.
18.	Requisition tools, materials, supplies and equipment to ensure proper operation of paint shop utilizing procurement forms (e.g., purchase requisition forms [Form 954], written justification, bids, recycle content, etc.) as required by the institutional operational procedures, State Administrative Manual, DOM, etc., on an on-going basis.

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19.	Maintain and promote a work environment free of discrimination and harassment in accordance with the department's policies on sexual harassment and treatment of people to produce a hostile-free workplace utilizing Equal Employment Opportunity policies, Title 15, DOM, institutional operational procedures and appropriate training, etc., on a continuous basis.
20.	Read blueprints to identify specific information (e.g., location, specifications, equipment, material quantities, etc.) for projects, work order assignments, and cost estimates, etc., utilizing personal knowledge, architect ruler/scale, etc., to ensure work is done according to plans and specifications on a regular basis.
21.	<b>Conduct and document safety training for inmates/wards in order to comply with General Industrial Safety Orders (GISO), CalOSHA Title 8, IIPP and IWTIP, etc., utilizing training aids and handouts, as required.</b>
22.	<b>Ensure tools/equipment are properly maintained to prevent injuries and down time, and produce efficient completion of preventative and demand work orders utilizing Operations Manuals, CalOSHA, communication with manufacturers, broken tool reports, etc., as needed.</b>
23.	<b>Set-up/dismantle and inspect scaffolding for defects and structural integrity to ensure a safe work platform as stipulated by CalOSHA Title 8 and the manufacturer's instructional manual, as required.</b>