

EDITED TASK LISTING

CLASSIFICATION: PAINTER II, CORRECTIONAL FACILITY, CF

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

Task Statements	
1.	Scrape, sand and fill surfaces in preparation for painting and finishing institutional buildings (e.g., sheet rock, window trim, doors/frames, concrete, etc.) in order to meet institutional needs and state mandates utilizing safety protocols as outlined in Senate Bill 198 (SB 198) as needed.
2.	Apply undercoats and finish coats to wood, metal, and concrete to protect and produce optimum finish utilizing brush, roller, spray guns, etc. on an a daily basis.
3.	Hang wallpaper to wood, concrete and drywall to maintain a sanitary environment utilizing hand tools (e.g., roller, utility knives, broad knife, etc.) under the direction of the Painter III or supervisor, as directed.
4.	Mix or tint paints to match existing finishes, utilizing colorants and bases for various applications (e.g., work stations, doors, cabinets, sheet rock, etc.) as needed.
5.	Clean and maintain brushes and other equipment to increase life expectancy and proper functionality of tools utilizing wire brushes, scouring pads, solvent (mineral spirits), etc. on an ongoing basis.
6.	Paint simple designs and graphic designs to designated areas within the institution (e.g., visiting rooms, Chapels, dining rooms, etc.) to provide a well maintained atmosphere utilizing spray guns, spray pots, airbrush, etc. under the direction of the Painter III or supervisor, as directed.
7.	Estimate the cost of painting jobs for the institution (e.g. labor, materials, tools, equipment, etc.) to provide the necessary information to the Painter III or supervisor utilizing personal knowledge and experience, rough sketches, specifications, etc., as needed.
8.	Advise Painter III or supervisor in the selection, ordering and storing of painting materials needed for daily operations in order to maintain an adequate amount of supplies utilizing personal/professional knowledge, Hazardous Material Requirements, rules, etc. as needed.
9.	Consult with other craftspeople and institutional staff regarding preventative maintenance and repairs of the institution in order to perform the assigned duties with minimal impact and meet institutional needs utilizing effective communication and scheduling as directed.
10.	Keep simple records and make reports [e.g., Safety Data Sheets (SDS), Volatile Organic Compounds (VOC) log, perpetual inventory, inmate timekeeping, etc.] in order to maintain compliance with departmental policies utilizing Departmental Operations Manual (DOM), Title 15, Strategic Offender Management System (SOMS), etc., as mandated.
11.	Instruct and lead unskilled workers engaged in tasks associated with the painting trade utilizing safety training, Departmental Operations Manual (DOM), current Hazardous Material Guidelines, Injury Illness Prevention Program (IIPP), etc. in order to ensure compliance with institutional guidelines and program needs, on an ongoing basis.
12.	Prepare a list of materials and supplies to ensure proper preparation and completion of specific jobs, task/work orders, and maintain sufficient inventory in order to meet institutional program and security needs utilizing institutional operation procedures, personal experience, etc., as needed.
13.	Evaluate and lay out job to determine the impact of affected staff and program in order to complete assigned task in a reasonable timeframe and ensure compliance with institutional policies utilizing DOM, IIPP, current Hazardous Material Guidelines and professional knowledge, as directed.

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

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14.	Grind (remove burs, rust, jagged edges, etc.), etch, prime and finish paint metal for preventative maintenance, in order to preserve the life expectancy of coated surfaces (e.g., beds, lockers, grill gates, etc.) utilizing personal/professional knowledge, current Hazardous Material Guidelines, DOM, and IIPP, etc., as needed.
15.	Prepare and finish newly installed or heavily damaged drywall for painting to meet institutional program and security needs, federal and state mandates, etc., utilizing various hand tools (e.g., drywall blades, razor knives, mud pans, etc.), under the direction of the Painter III or supervisor, as needed.
16.	Clean surfaces (e.g., concrete, metal, wood, and asphalt, etc.) with pressure washer to remove debris and corrosive material from surfaces prior to paint, utilizing operational service manuals, proper Personal Protective Equipment (PPE), professional knowledge, etc. under the direction of the Painter III or supervisor, as needed.
17.	Replace and glaze broken windows on various structures to meet institutional and security needs, etc., utilizing PPE, man lifts, glazing knife, and glass cutting tools, etc. under the direction of the Painter III or supervisor, as needed.
18.	Create signage layout on buildings/structures, roadways and equipment, etc. to meet the needs of the institution and ensure compliance with rules, regulations, and codes utilizing DOM, Title 15, Environmental Protection Agency (EPA) and Americans with Disabilities Act (ADA), under the direction of the Painter III or supervisor, as needed.
19.	Complete Demand Work Orders for institutional departments to meet the daily operational needs of a correctional facility utilizing paint shop/maintenance warehouse materials, on an ongoing basis.
20.	Supervise inmates/youthful offenders committed to the Department of Corrections and Rehabilitation in order to prevent escapes and injuries to themselves or others and to secure property utilizing SOMS, DOM, Title 15, etc., on a daily basis.
21.	Inspect assigned shop (e.g., locking devices, tool cages, conditions of tools, tool inventories, conduct contraband searches, hazardous material inventory, etc.) to ensure in compliance with current CDCR policies utilizing various resources (e.g., DOM, Title 15, IIPP, Hazardous Material Guidelines, etc.), on a daily basis.
22.	Communicate in a professional manner utilizing tact, interpersonal skills, etc. to establish and maintain effective working relationships with others (e.g., employees, public, inmates/youthful offenders, etc.) in order to determine and resolve various issues, as needed.
23.	Perform the duties of a Painter III in his/her absence to ensure continued operation of the institution utilizing DOM, Equal Employment Opportunity (EEO) policies, IIPP, IOP, etc., as needed.
24.	Requisition tools, materials, supplies and equipment to ensure proper operation and efficiency of paint shop utilizing the required purchase forms (e.g. CDCR 954, Bid Sheets, Service and Expense Reports, etc.) under the direction of the Painter III or supervisor, as needed.
25.	Maintain and promote a work environment free of discrimination and harassment in accordance with the department's policies, Equal Employment Opportunity (EEO) policies, Title 15, and DOM on an ongoing basis.

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26.	Read blueprints to identify specific information (e.g., location, specifications, equipment, material quantities, etc.) for projects, work order assignments, and cost estimates to ensure work is done according to plans and specifications utilizing personal knowledge and experience as needed.
27.	Conduct and document safety training for inmates/youthful offenders work crews to promote safety awareness (e.g., hazardous material, hand/mechanical tools, ladder safety, etc.) to maintain compliance of General Industrial Safety Orders, Occupational Safety and Health Administration (OSHA), IIPP etc., utilizing training aids and handouts as mandated.
28.	Inspect tools/equipment to ensure they are properly maintained to perform as designed and prevent injuries to be in compliance with IIPP and OSHA directives utilizing Manufacturer's recommendations and industrial standards on a daily basis.
29.	Set-up, dismantle and inspect scaffolding for defects and structural integrity, to ensure the platform is safe and tagged accordingly as stipulated by OSHA and the manufacturer's instructional manual with every use.
30.	Set-up, take down and inspect ladders for defects and structural integrity to ensure safe working conditions as stipulated by OSHA and the manufacturer's instructional manual with every use.
31.	Attend In Service Training classes, such as sexual harassment, EEO and workplace violence to maintain professional and ethical work standards utilizing DOM and IOP as required.
32.	Use PPE (e.g., ear protection, safety glasses, body harness, etc.) in order to ensure workers safety as per OSHA regulations as required.
33.	Maintain PPE (e.g., ear protection, safety glasses, body harness, etc.) in order to ensure workers safety as per OSHA regulations as required.
34.	Perform lock out/tag out procedures to potentially dangerous energy sources (e.g., transformers, steam lines, diesel generators etc.) to produce a safe working environment utilizing code of safe practices as required.
35.	Maintain floors, isles and doorways free from debris and obstructions to ensure shop cleanliness and proper lines of egress and accessibility utilizing housekeeping guidelines on a daily basis.