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| **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** |  | PROPOSED |
| POSITION DUTY STATEMENT |  |
|  |  |  | CURRENT |
|  |  |
| **CDCR INSTITUTION OR HEADQUARTERS PROGRAM** | **POSITION NUMBER (Agency-Unit-Class-Serial)** | **MCR / HCR** |
| CENTRAL CALIFORNIA WOMEN’S FACILITY | 381-216-6521-003 |  |
| **DIVISION / UNIT** | **CLASSIFICATION TITLE** |
| Division of Adult Institutions / Business Services | PAINTER III, CF |
| **WORKING TITLE** |
| PAINTER III, CF – Plant Operations |
| **TIME BASE / TENURE** | **CBID** | **WWG** | **COI** |
|  | R12 | 2 | Yes [ ]  No [x]  |
| **LOCATION** | **INCUMBENT** | **EFFECTIVE DATE** |
| Chowchilla, California  |  |  |
| **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** |
| Under the direct supervision of the Supervisor of Building Trades, the Painter III, CF, performs, instructs, leads and supervises inmate workers in the painting and repairs of institutional buildings, roadways and equipment. Assists in the planning and execution of special repair, painting and glazing projects; and acts as lead person for the Painter II’s, CF. |
| **GENERAL STATEMENT** |
| **BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS** |
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| **% 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.** |
| 35%30% 20%10%5% | Plan, layout, inspect and perform work with the Painter II’s, inmates and other workers engaged in institutional painting and glazing, which includes, but is not limited to, the installation, maintenance and repair of windows, signs, pavement striping, drywall taping and texturing, cleaning, sanding surfaces to be painted, mixing and matching paint, and erecting scaffolding. Plan, direct and inspect minor painting projects. Responsible for ensuring tools and equipment are properly cleaned and maintained. Ensures work is properly coordinated with other trades. Maintain the organization, security and control of the Paint Shop. Complete Demand and Preventative Maintenance work orders as issued by the Standard Automated Preventive Maintenance System (SAPMS) Analyst. Maintain, review and submits accurate Daily Activity Logs of time and materials used in performing daily assignments for the Paint Shop. Ensure codes of safety are followed and ensure compliance with CAL OSHA regulations in the performance of duties.Maintain tool control per policy and procedure, ensuring all tools are accounted for and secured properly at all times. Maintain perpetual inventories, and Safety Data Sheets. Receive and stock paint supplies. Maintain Paint Shop inventories and records, work with Plant Operations Warehouse M&SSI and provide input on stock items, research parts and material for purchase, prepare Purchase Requisitions for nonstock items and enter in the Business Information System (BIS).Supervise, instruct and train inmate workers assigned to the Paint Shop. Maintain inmate accountability and security. Provide safety training and enforce safety regulations. Perform daily work area searches to ensure the absence of contraband. Prepare inmate work reports. Prepare and maintain inmate timekeeping records, duty statements, SB-198 training material, etc., for assigned inmate workers. Read and review the Daily Movement Sheet so that if an inmate is unassigned from the work area, the inmate recordkeeping documents can be closed out and processed immediately. Responsible for ensuring that the inmate workers report to work in the appropriate clothing, the work area is clean and up to date and that the inmate works the required number of hours. Address security and supervisory issues immediately with the inmate worker to ensure communication and correction of problems as they arise. Enforce the Inmate Work Incentive Program. Ensure that all inmates perform at least six hours of productive work daily. Evaluate inmate workers performance and take appropriate corrective action as needed. Responsible for accurately signing-in and signing-out daily on the 998-A, meeting FLSA laws and rules to ensure no FLSA violations are committed and attaching required documentation for absences to the 998-A. Responsible for meeting yearly In-Service Training requirements and obtaining On-the-Job Training as needed. Provide assistance and perform other duties as directed by supervisory staff.  |
| **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.
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| **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.
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| **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** |
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| **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** |
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