

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Richard J Donovan Correctional Facility		POSITION NUMBER (Agency-Unit-Class-Serial) 030-216-6521-401		MCR / HCR 1
DIVISION / UNIT  Business Services Division Plant Operations Department		CLASSIFICATION TITLE Painter III (Correctional Facility)		
		WORKING TITLE Painter III (CF) / M Yard		
		TIME BASE / TENURE R12	CBID 2	WWG 2
LOCATION 480 Alta Road, San Diego, CA 92179	REVISION DATE 8/1/2024	INCUMBENT		EFFECTIVE DATE
<b>CDCR'S MISSION and VISION</b>				
<p><b>Mission</b> We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.</p> <p><b>Vision</b> We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.</p>				
<b>COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION</b>				
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.				
<b>DIVISION OVERVIEW</b>				
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS				
<p>This series describes Painter classifications utilized by the Department of Corrections and the Department of the Youth Authority. Positions in these classes perform or supervise the preparation, painting and finishing of wood and metal surfaces; the preparation of cost estimates; the maintenance of tools and equipment in good repair; and the preparation of simple reports.</p> <p>Positions in this series may instruct, lead or supervise incarcerated worker, wards, residents or patients of the Department of Corrections or the Department of the Youth Authority; prevent escapes and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated workers for contraband, such as weapons or illegal drugs. These classifications are subject to safety retirement.</p> <p>This is a parallel classification series of Painter, which is utilized by State agencies other than the Department of Corrections or the Department of the Youth Authority.</p> <p>Incumbents in this series maintain order and supervise the conduct of persons committed to the Department of Corrections and the Department of the Youth Authority; prevent escape and injury by these persons to themselves or others or to property; maintain security of working areas and work materials; inspect premises and search incarcerated worker, wards, residents or patients for contraband, such as weapons or illegal drugs.</p> <p>This is the lead worker level. Incumbents plan, lay out, lead 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; inspect scaffolding and false work and see that safety regulations are followed.</p>				
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS				
Under the direction of the Supervisor of Building Trades, staff will have the primary responsibility for the maintenance and repair of the institution's buildings and structures on M Yard and all areas outside the secure perimeter. Due to institutional need staff may be redirected to maintain or repair other buildings and structures throughout the institution. Your scheduled work hours are 0730 hours to 1530 hours Monday through Friday with Saturday, Sunday and Holidays off. The position in which you are assigned has two (2) fifteen (15) minute rest periods but no lunch period. During the rest periods you are not to leave the job site, unless				

**030-216-6521-401**

directed differently by your supervisor. Incarcerated workers, under no circumstances, will perform maintenance or corrective work without direct supervision. This is a breach of security and will not be tolerated. The Painter II is responsible for the following activities:

% 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%	Plan, lay out, direct and inspect the work of the Painter II's and incarcerated worker helpers engaged in the maintenance of painting equipment, paint shakers, tinting machine, spraying equipment and tools. The requisition of materials and supervise the storage of these materials and the care and maintenance of equipment.
30%	Paint interior and exterior of all structures at the institution; receive work orders from the Supervisor of Building Trades, estimate cost and time to complete each job.
15%	Complete assignments in the maintenance of interior and exterior painting of all structures of the institution according to the five (5) year plan. Maintain tool and material security control programs.
15%	Prepare incarcerated worker work reports, maintain timekeeping records, search incarcerated workers and work sites for contraband, maintain incarcerated worker accountability, and security programs. If incarcerated worker fails to report to work, you will contact the appropriate Work Change and Housing Unit, within 15 minutes, to determine the incarcerated worker's location. You will conduct random and unscheduled inspections of incarcerated worker's work areas for potential escape material and contraband. In the event you are required to work overtime, a positive count will be required. Provide safety training, enforce safety regulations, complete assignments in energy conservation programs, change broken glass, and do glazing as required.
05%	Participate in appropriate In-Service Training. Perform other duties as required.  When utilizing sensitive or confidential information, staff shall ensure that the information is not within view of other persons or incarcerated workers. It is incumbent upon every employee to ensure that sensitive or confidential information is adequately secured prior to departing the area in which they work. In addition, employees shall not be allowed to bring any confidential, sensitive, or personal information into the workplace from outside of the institution. All office doors and confidential storage areas are to be locked when unattended.

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison incarcerated population, visitors, nonemployees and employees shall be made aware of this.

**CONSEQUENCE OF ERROR**

- 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 timeline goals, and varying degrees of negative financial impacts to the department.

**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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