

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

CLASSIFICATION TITLE Structural Steel Painter Sup	OFFICE/BRANCH/SECTION 04/Maintenance/Structural Steel Paint Region	
WORKING TITLE Paint Supervisor	POSITION NUMBER 904-680-6511-XXX	REVISION DATE 11/15/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

GENERAL STATEMENT:

Under the general direction from the Structural Steel Painter Superintendent, Directs and Supervises crews of painters engaged in rigging, cleaning, and painting structural steel. Crews may perform painting/coating assignments on structural steel bridges, related structures and facilities and to do other related work. May supervise inspection duties on contracted-out structural steel painting assignments. Must be willing to work non-traditional work schedules to accommodate emergencies, special events, or projects that affect the Region or Caltrans; must be willing to travel throughout the State of California for short periods of time. Possession of a Commercial Class "A" Driver's License is mandatory. Endorsements that are required for the classification are H (Hazardous Materials) and N (Tank Vehicle).

CORE COMPETENCIES:

As a Structural Steel Painter Sup, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Change Leadership:** Develops new and innovative approaches needed to improve effectiveness and efficiency of work products. Encourages others to value change. Considers impact and recommends changes. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Decision Making:** Makes critical and timely decisions. Takes charge. Supports appropriate risk. Makes challenging and appropriate decisions. (Cultivate Excellence - Innovation, Integrity)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Strengthen Stewardship and Drive Efficiency - Integrity)
- **Conflict Management:** Recognizes differences in opinions and encourages open discussion. Uses appropriate interpersonal styles. Finds agreement on issues as appropriate. Deals effectively with others in conflict situation. (Cultivate Excellence, Enhance and Connect the Multimodal Transportation Network - Engagement, Equity, Innovation, Integrity)
- **Teamwork and Collaboration:** Sets team structure. Organizes, leads, and facilitates team activities. Promotes team cooperation and encourages participation. Capable of cross functionality and working well with others on a team to achieve personal goals, team goals, and organizational goals. Takes responsibility for individual actions in order to achieve consistent results. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Understanding Others/Motivation:** Understands why groups do what they do and their motivation. Is able to look from multiple perspectives in order to understand others. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First, Cultivate Excellence - Engagement, Integrity)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Strengthen Stewardship and Drive Efficiency - Engagement)

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	

POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

35%	E	Promotes and enforces safety rules and regulations; makes estimates and reports on proposed work; orders materials and supplies for painting projects and allocates necessary material to maintenance crews; recommends purchase of special painting/coating materials or equipment as required; maintains or supervises the maintenance of records and storing materials and supplies; accounts for expenditures of funds for paint maintenance activities; makes special reports, progress reports, and final reports for structures and investigations.
25%	E	Plans, assigns and supervises crews of painters engaged in scraping, cleaning and abrasive blasting steel and other surfaces in preparation for painting.
20%	E	Directs Lead Painters and crews in painting structural steel frames, cables or bridges, inspects rigging and the erection and removal of scaffolds and staging. Supervises the cleaning and maintenance of tools and equipment, trains employees and ensures that proper safety practices are followed.
15%	E	Select, trains, and evaluates the performance of personnel and takes or recommends appropriate corrective action when warranted; assists in coordinating paint maintenance work with other types of maintenance work; inspects paint maintenance projects; gives technical advice and reviews progress of work.
5%	M	The Incumbent, shall at times, be required to act as a back-up to various functions within the Paint Region. This may include both field and or administrative duties. May also be required to inspect contracted work on state owned bridges.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

Directs the work of his/her subordinate staff, oversees and instructs the work of the Lead Structural Steel Painter, Structural Steel Painter and the Structural Steel Painter Apprentices. This includes scheduling work according to deadlines, training employees, and evaluating their performance and taking or recommending appropriate action. Supervision includes review of work during progress and upon completion of assignments and is direct and continuous.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of Painting theory and practice, including the development of procedures to be followed by structural steel paint crews engaged in rigging, steam cleaning/pressure washing, abrasive blasting, and otherwise preparing surfaces for painting; directing, and inspecting the installation of equipment necessary for removal, containment, recovery and disposal of waste generated in surface preparation and painting operations; planning and directing the erection, moving and/or dismantling of major scaffolding and other temporary structures; materials, methods and equipment used in the paint maintenance of steel structures; safety precautions required in the rigging of scaffolds, staging; State and Federal laws, rules, and regulations governing blast cleaning, painting; and hazardous materials; principles of personnel management and supervision; manager's/supervisor's responsibility for promoting equal opportunity, and for maintaining a work environment which is free of discrimination, harassment and violence.

Ability to: Direct, communicate and coordinate the work of structural steel paint crews; read and interpret plans and detailed drawings; prepare estimates and specifications and anticipate material and equipment needs; analyze paint related situations accurately and take effective action; establish and maintain effective action; establish and maintain effective cooperative relations with those contacted in the work, including other public agencies; promoted equal opportunity in employment and maintain a work environment that is free of discrimination, harassment and violence; knowledge of ability to use computers with Word, Excel and Power Point. Analytical Requirements: The duties of this position involve extensive analytical work. The incumbent is the consultant and the overall leading expert in State service on painting structural steel bridges. It is his/her responsibility to maintain a constant review of all painting activities and to analyze all elements and conditions, including budgetary. Possession of a Commercial Class "A" Driver's License is mandatory. Endorsements that are required for the classification are H (Hazardous Materials) and N (Tank Vehicle).

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Incorrect decisions or error in judgment could result in improper work practices that may endanger the safety of both Caltrans employees and the public. May of the issues are often of an extremely sensitive and confidential nature, which have an impact on all District Maintenance employees. A serious error could result in an employee grievance, possible violation of health and safety standards, not meeting Maintenance program objectives, or extensive legal/monetary liability.

PUBLIC AND INTERNAL CONTACTS

Public contracts are considerable in addition to contact with State and local agencies. Contact is extensive within the department to assure coordination for smooth, safe operations, with minimum inconvenience to the traveling public. Incumbent is regularly

ADA Notice

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POSITION DUTY STATEMENT

PM-0924 (REV 01/2022)

contacted by other agencies and outside organizations concerning paint and protective coatings, rigging, safety, and pollution issues relating to paint and protective coating operations. At times, he/she may be in contact with the public when handling a claim for damage to their vehicle or property. When in the capacity of representing the State during an emergency, the incumbent may be highly visible to the media, and failure in judgment, or deportment, could seriously affect the State's image and credibility.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical agility and strength is necessary to work safely at height levels of at least 250 feet above ground or water on structural steel bridges. Needs physical fitness to withstand working continuous under adverse (e.g. cold, wet, windy) weather conditions. Physical ability and willingness to use respiratory equipment. Willingness and ability to travel and work short periods of time throughout California.

WORK ENVIRONMENT

The Supervisor has considerable latitude of independent action. Supervision received is not subject to direct and continuous control. The Supervisor sets work priorities and establishes lines of coordination to accomplish his/her function. The Supervisor receives more direct supervision when dealing with personnel problems and enforcing safety regulations.

- Extreme weather conditions hot and cold
- Heights over 250 feet
- High wind conditions
- Work around moving equipment
- Working around fast moving traffic
- Work inside bridge structures
- Work suspended under bridge structures
- Work in confined spaces
- Work around paint and solvents
- Work around lead base paints

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

 EMPLOYEE (Print)

 EMPLOYEE (Signature)

 DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

 SUPERVISOR (Print)

 SUPERVISOR (Signature)

 DATE
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