

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.RPA-
11941- FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED Bay Region-Oakland Elihu Harris Management Unit	CLASS TITLE Painter I
WORKING DAYS AND WORKING HOURS Monday - Friday, Day shift 8:00am-5:00pm	SPECIFIC LOCATION ASSIGNED TO 1515 Clay Street, Oakland, CA 94612
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-600-6526-925

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the supervision of the Chief Engineer II, the incumbent maintains the painted appearance of the Oakland Elihu Harris Management Unit and other state buildings in the Bay Region.

% 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. <i>(Use additional sheet if necessary)</i>	
	<p>The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.</p> <p>The Bay Region, Oakland Elihu Harris State Office Building is located at 1515 Clay Street, Oakland, CA and occupies approximately 747,000 square feet and consists of a 24-story building which is a state-of-the-art structure. The Oakland Elihu Harris Building (Elihu Harris) management staff is also responsible for the partial services at the Cal Trans (Richmond, San Leandro); CHP (Hayward, Oakland); DMV (Oakland); EDD (Oakland, Vallejo); State Garage (Oakland) for approximately 177,000 additional square feet of office space.</p> <p>SPECIAL REQUIREMENT(S) <u>Medical Evaluation</u> This position requires Medical Evaluation clearance.</p> <p><u>Background Evaluation</u> This position requires Background Investigation clearance.</p> <p>DUTIES All work to be accomplished in accordance with guidelines of the Department of General Services (DGS), Facilities Management Division (FMD) Manuals, Real Estate Services Division (RESA) and FMD strategic plans, and the Excellence in Public Buildings Initiative in order to maintain and repair all building systems, following published guidelines (i.e., SAM, FMD, DGS) and published industry standards (i.e., BOMA, ASHRAE (American Society of Heating, Refrigeration and Air Conditioning Engineers), SMACNA (Sheet Metal and Air Conditioning Contractor's National Association), IEEE (Institute of Electrical and Electronic Engineers), NEI (National Energy Institute). Assignment may require temporary shift change or building location change.</p> <p>The incumbent will learn and apply sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

DUTY STATEMENT

Monday - Friday, 8:00am-5:00pm
RPA 11941-FMD, 308-600-6526-921

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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. <i>(Use additional sheet if necessary)</i>
	ESSENTIAL FUNCTIONS
30%	<p>In order to maintain and restore buildings and various structural surfaces, according to published guidelines:</p> <ul style="list-style-type: none"> • Removes excess oils, dirt, tape, and loose paint using cleaning solutions, scrapers, putty knives, sandpaper, and sanding blocks. • Tapes wall joints and edges using joint tape, taping compound, drywall knives, and sanding blocks. • Textures surfaces using manual rollers or texturing machines.
30%	<p>In order to maintain and paint curbs, signage, and parking lot striping according to ADA regulations and published guidelines:</p> <ul style="list-style-type: none"> • Removes debris from parking lots by using leaf blowers, vacuums and brooms. • Measures, chalks, and sets up stenciling for designated parking spaces. • Paints and stripes curbs and traffic signage using stencils, brushes, rollers, and spray equipment.
15%	<p>In order to maintain clean and organized equipment, and workspace according to FMD standards:</p> <ul style="list-style-type: none"> • Cleans paint brushes, rollers, and spray equipment daily, using manufacturers' recommended cleaning solutions. • Removes protective coverings and debris from work areas. • Sweeps floors and wipes cabinets, using brooms and appropriate cleaning equipment. • Returns equipment and materials to proper storage locations.
10%	<p>In order to maintain a safe and healthful environment for the benefit of all employees and the public, under direction of the Chief Engineer II, and FMD Environmental Safety and Health Unit (ESHOP), in compliance with laws and regulations, the Occupational Safety and Health Administration (OSHA), Safety Training (AB 2189), Injury and Illness Prevention (IIPP and SB 298), Workers' Compensation (Title 8 and SB 198), by promoting health and safety programs as follows:</p> <ul style="list-style-type: none"> • Attends training in the handling of hazardous materials and use of environmental safeguards. • Participates in updating IIPP plans and records by completing reports and coordinating with the designated Branch Coordinator. • Participates in and/or leads team in executing the plans for Emergency Response, Disaster Recovery and Business Resumption, and Hazardous Materials and Waste Manifest.
10%	<p>Organizes and maintains records, files and technical listings on equipment, tools and products, by using log books and/or Maximo, in order to provide preventive maintenance, bill tenants, and report hazardous materials usage, in accordance with DGS and Department of Finance guideline, and Air Quality standards.</p>
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Assists the Painter Supervisor in preparing time and material cost estimates for less complex jobs for renovation, remodeling and preventive maintenance projects, using square footage criteria. • Attends bi-weekly safety meetings and current FMD training classes to maintain ethical work and safety standards. • Submits verbal or written equipment and supply inventory requests to the Chief Engineer II to keep adequate stock on hand.
	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Principles, methods, materials tools and equipment used in painting, finishing, and paper hanging work; painting Safety Orders of the Division of Industrial Safety.</p> <p>Skill In: Brush and spray painting, paper hanging, mixing paints, finishing materials, and blending and matching colors.</p> <p>Ability to: Mix paints and match colors; scaffolding and rigging: do paper hanging; estimate materials needed; keep simple records and make reports; follow oral and written instructions; instruct and lead unskilled assistants; read and write English at a level appropriate to the classification; and erect and paint from ladders; follow oral and written instructions; instruct and lead unskilled assistants.</p>

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	<p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Possess and maintain a valid California Driver's License, Class C in order to drive self, supplies and/or equipment from one job site to another while driving a State vehicle in the Bay Region. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Ability to work independently and cooperatively with team members. <p>ADDITIONAL QUALIFICATIONS</p> <ul style="list-style-type: none"> • Annual respirator fit tested and pulmonary test. • Knowledge of computers and Microsoft Office software. • Knowledge of proper use of spray booth. • Knowledge of proper use of spray equipment. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</p> <p>WORK ENVIRONMENT</p> <ul style="list-style-type: none"> • Work in low-rise (6 floors and lower) to high-rise (7 floors and higher) office-building environment. • Wear unaltered FMD supplied shirts and pants according to current uniform requirements. • When working in the interior of the building, may need to use passenger or freight elevator to get self, equipment or supplies from one floor to another floor. • Work may involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises. • Work environment may involve some exposure to hazardous materials or physical risks, which requires basic safety precautions. • May be required to work outdoors and in all weather conditions, including rain, heat and cold. • Work on various uneven ground surfaces. • Work in public access areas. • Work in noisy areas or with noisy equipment or machinery. • May encounter live or dead insects, reptiles, rodents or other wildlife in the performance of duties. • Work in any regional location. • May require ability to work overtime. <p>PHYSICAL ABILITIES</p> <ul style="list-style-type: none"> • Typical work activities involve frequent and prolonged periods of standing, walking extended distances, bending, stooping, kneeling or squatting while performing duties. • Repetitive grip, grasp, and hand movement while using tools or power equipment applicable to job being performed. Requires fine motor skills/dexterity in order to perform detailed painting. • Reach or stretch by extending hand(s) or arm(s) in any direction. • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. Reach high spaces by climbing a ladder or operating a lift. • May use aerial booms, lifts and related equipment. • Considerable physical activity that requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Requires ability to distinguish different colors and match painted surfaces or visual inspection of painted surfaces. • Work at high locations from a SWINGSTAGE at building exterior from 4 floors and above. • Work on elevated / high-reach areas using a vertical, motor-powered, MAN-LIFT. • Work from CAT-WALKS at building exterior. • Move about and work in confined spaces. • Wear safety equipment during the performance of duties, i.e., ear plugs when working in machine spaces or paint compressor; wear a respirator when working around or with paint spraying equipment or as necessary, dust masks when exposed to harmful dust particles, eye goggles when exposed to air borne particles, cloth gloves when working with abrasive materials, rubber boots or raingear and back support.

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	<p><i>MENTAL ABILITIES</i></p> <ul style="list-style-type: none">• Read, write and understand written and verbal communication in English in order to follow instructions on manufacturer's labels for use of and/or mixture of products and enforce safety procedures.• May need to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.