

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-

10689-FMD

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY Facilities Management Division (FMD)	POSITION NUMBER (Agency - Unit - Class - Serial) - - -
UNIT NAME AND CITY LOCATED LA Metro Region – Junipero Serra State Building	CLASS TITLE Painter I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00am to 4:30pm	SPECIFIC LOCATION ASSIGNED TO 320 W. 4 th Street, Los Angeles, CA. 90013
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 308-560-6526-001

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 and/or Office Building Manager II, the incumbent maintains, repairs and remodels all painted surfaces inside and outside the Junipero Serra State Office Building.

% 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. *(Use additional sheet if necessary)*

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.

The LA Metro Region, Junipero Serra State Building is a ten-floor high-rise consisting of approximately 446,000 square feet with two levels of parking. The building is located at 320 W. 4th Street, Los Angeles CA. 90013.

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 (RESD) and FMD strategic plans. The incumbent applies sustainable (environmentally safe) work practices in the operation and maintenance of all building systems and equipment. Assignment may require overtime for emergency work, temporary shift change or temporary building location change. Commuting to and from, may include driving a State vehicle to other locations in the LA Metro Regional area.

SPECIAL REQUIREMENTMedical Evaluation**This position requires Medical Evaluation clearance****SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

Fredericka Recasner

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

GS 907T (REV. 03/05)

RPA 10689-FMD

% 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>
35%	<p>ESSENTIAL FUNCTIONS</p> <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. • Patches nicks, holes, cracks, and gouges, using wood putty, spackling, and drywall mud. • Sands rough surfaces smooth, using sandpaper or sand block. • Apply a variety of primers, paints, and stains, using brushes, rollers, and spray painting equipment. • Uses various types of ladders, lifts, and aerial equipment.
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 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>Organizes and maintains records, files and technical listings on equipment, tools and products, 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>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/or Office Building Manager 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.
5%	<p>MARGINAL FUNCTIONS</p> <ul style="list-style-type: none"> • Assists the Chief Engineer II and/or Office Building Manager II in preparing time and material cost estimates for less complex jobs for renovation, remodeling and preventive maintenance projects, using square footage criteria. • Attends monthly safety meetings and current FMD training classes to maintain ethical work and safety standards. • Submits verbal or written equipment and supply inventory requests to Supervisor 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</p>

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA 10689-FMD

% 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>needed; keep simple records and make reports; follow oral and written directions; read and write English at a level appropriate to the classification; and erect and paint from ladders.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Ability to follow verbal and written instructions. • Ability to work independently and cooperatively with team members. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Respirator fit tested. • 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"> • Ability to work in low-rise (6 floors or less) to a high-rise (7 floors and higher) office-building environment. • Wear unaltered FMD supplied shirts according to current policy. • 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 involves exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and loud noises. • Work environment involves some exposure to hazardous chemicals or physical risks, which require following basic safety precautions. • Work may include working outdoors in all weather conditions, including rain, heat and cold. • Work in public-accessed areas. • Ability to move about and work in confined spaces. • 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. • Ability to stand for extended periods of time or walk extended distances. • Ability to climb stairs and ladders. • Ability to see and hear within normal parameters. • May require temporary work assignment to other management units or work in any facility within the LA region. • May require ability to work overtime. • Will require valid California Driver's License, Class C to drive self, supplies and equipment from job sites to job sites. <p>PHYSICAL ENVIRONMENT</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. • Repetitively grip, grasp, and manipulate hand movement while using tools or power equipment applicable to job being performed. • Climb stairs or ladders, use power and noise producing tools or equipment; drive motorized equipment or vehicles applicable to job being performed. • Work on elevated/high-reach areas using a vertical, motor-powered, MAN-LIFT. • Work at high locations from a SWINGSTAGE at building exterior from four floors and above. • Work from CAT-WALKS at building exterior. • Reach or stretch by extending hand(s) or arm(s) in any direction. • Considerable physical activity. Requires heavy physical work; heavy lifting, pushing or pulling required of objects up to 50 pounds. • Wear safety equipment during the performance of duties, i.e., ear plugs when using blowers; dust masks when using pesticides, eye goggles when edging, cloth gloves when planting or pruning, rubber boots or raingear and back support.

DUTY STATEMENT

GS 907T (REV. 03/05)

RPA 10689-FMD

% 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>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES (continued)</p> <p><i>MENTAL ABILITIES</i></p> <ul style="list-style-type: none">• Read, understand, follow and enforce safety procedures.• Understand written and verbal communication.• Read, understand, and follow instructions on manufacture's label for use of and/or mixture of products.• Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions or decimals.• Apply common sense in personal safety and safety of equipment in adverse weather conditions (lightning storms, downpours, etc.).