



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
PAINTER III	32	G	9.460
PAINTER II	31	G	9.459
PAINTER I	30	G	9.429

SERIES CONCEPT

Painters perform skilled painting work to maintain and repair the surfaces of buildings, structures, fixtures, furniture, and equipment.

Respond to repair orders; establish priority of repairs; estimate cost of jobs; acquire materials to complete a job by contacting vendors and/or completing a purchase requisition; make repairs; document time and material costs for billing purposes.

Implement a preventive maintenance schedule and perform preventive maintenance; conduct routine inspections; make minor repairs to prolong life of furniture, fixtures, and structures; maintain a satisfactory appearance.

Finish interior or exterior surfaces; review blueprints; select and order appropriate materials; prepare surface by scraping, patching holes, sanding, removing corrosion and etching metal surfaces; tape and texture sheetrock; repair and texture plaster; prime; match and mix paint colors; apply paint with brush, rollers or spray gun or apply wall coverings; simulate wood grain or marble effects.

Finish or refinish furniture; remove old stain and finish by stripping, sanding, and bleaching; fill the grain; apply stain; seal and varnish or lacquer the furniture.

Provide training, support, work direction, and work review to other skilled and semi-skilled maintenance staff.

Assist contractors by providing information regarding the existing structure and required work; review bids and work completed by contractors for quality and conformance with specifications as requested.

Perform related duties as assigned.

CLASS CONCEPTS

Painter III: Under general supervision, direct and supervise a crew of Painters and other maintenance staff and perform complex painting work. Incumbents schedule and oversee the repair and maintenance of painted surfaces; review work requests and/or structures, furniture, and fixtures; determine the complexity of work and establish job priorities; write work orders; coordinate job activities with other trade workers; assign work to agency personnel or make arrangements for an outside vendor to complete; lay out major projects and inspect work to ensure timely completion and compliance with specifications. Incumbents also hire, train, and provide technical assistance to staff; assign and review work; initiate disciplinary action; evaluate performance and ensure personnel comply with federal and State statutes and regulations and agency policies and procedures.

Painter II: Under general supervision, incumbents perform the full range of duties described in the series concept, and in addition, at the advanced journey level, either:

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CLASS CONCEPTS (cont'd)

Painter II: (cont'd)

- 1) function as a leadworker for lower-level Painters on a regular basis by providing training and technical assistance, assigning and reviewing work, and providing input to performance evaluations; or
- 2) work under administrative supervision with statewide responsibility for an agency's painting maintenance program which includes traveling statewide to make inspections to determine the extent of work required; determining whether projects should be completed in-house or by contractors and making required arrangements; and monitoring program expenditures; or
- 3) in a correctional environment, function as a leadworker for an inmate crew on a regular basis; document inmate performance through completion of periodic performance reports; implement work safety and security procedures to ensure efficient, secure, and safe operation of the work unit and the security of assigned inmates, staff, buildings, tools, and equipment in accordance with the Department of Corrections requirements and department policy; secure work areas from unauthorized inmates.

Painter I: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.
- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.

PAINTER III

EDUCATION AND EXPERIENCE: Completion of a recognized painter apprenticeship program followed by two years of journey level experience as a painter; **OR** one year of experience as a Painter II in Nevada State service; **OR** an equivalent combination of education and experience as described above. (*See Special Requirements*)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

General knowledge of: basic principles and practices of training and providing work direction to others.
Ability to: provide technical guidance to staff including training, assigning and reviewing work, and evaluating performance; establish and maintain records and files; prepare reports pertaining to operations, materials, and supplies; set priorities based on agency needs and the capacity of the shop; examine structures, furniture, and fixtures and determine painting work needed; determine cost and feasibility of projects; schedule projects by coordinating with other trade workers, agency staff, and outside vendors; estimate material, supply, and equipment requirements for shop operations and major projects; ensure compliance with established policies and regulations; supervise and direct the work of inmates and implement approved security measures in a correctional environment; enforce safety, security, and custodial measures for the supervision of inmates; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: State and agency policies and procedures pertaining to purchasing, personnel, and work unit operations. **Ability to:** explain and interpret policies and procedures; supervise staff including hiring, training, assigning and reviewing work, establishing work schedules and priorities, administering discipline, and evaluating performance.

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MINIMUM QUALIFICATIONS (cont'd)

PAINTER II

EDUCATION AND EXPERIENCE: Completion of a recognized painter apprenticeship program followed by one year of journey level experience; **OR** one year of experience as a Painter I in Nevada State service; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: proper use, storage, and disposal of hazardous materials. **General knowledge of:** agency policies and procedures pertaining to work unit operations. **Skill in:** bleaching, filling, and graining natural wood; using a variety of equipment and tools associated with the painting trade. **Ability to:** prepare written work orders and specifications; requisition supplies; organize and coordinate work activities; work cooperatively with other trades workers; set priorities of job assignments; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Painter III.)

PAINTER I

EDUCATION AND EXPERIENCE: Completion of a recognized painter apprenticeship program; **OR** an equivalent combination of education and experience as described above. *(See Special Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: standard practices, methods, materials, tools and equipment used in painting; safety hazards and safe working procedures. **General knowledge of:** State and local building codes pertaining to the painting trade. **Skill in:** performing a variety of skilled painting processes including surface preparation; painting interior and exterior wood, masonry, and metal surfaces; taping and finishing sheetrock; staining and varnishing furniture; applying wall coverings; finishing wood; spray painting; matching and mixing colors. **Ability to:** read and interpret repair orders, color formula books, service manuals, blueprints, and construction drawings in order to determine material needs; determine the type of paint best suited for the surface to be painted; estimate the materials and time required to complete projects; add, subtract, multiply, and divide whole numbers, fractions, and decimals to calculate dimensions and material needs; safely lift painting materials and move furniture; set up and work on ladders and scaffolding; work cooperatively with others; safely use and maintain various types of painting equipment such as compressors, spray equipment, brushes, and rollers.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
(These are identical to the Entry Level Knowledge, Skills and Abilities required for Painter II.)

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.460</u>	<u>9.459</u>	<u>9.429</u>
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REVISED:	9/19/03PC	9/19/03PC	9/19/03PC
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REVISED:	12/4/20PC	12/4/20PC	12/4/20PC