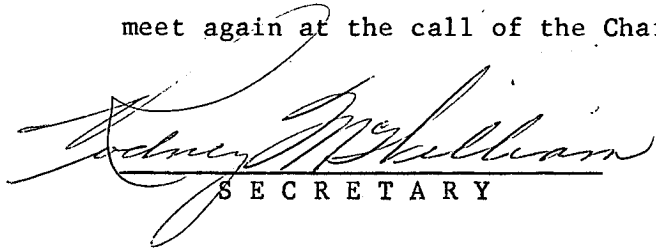
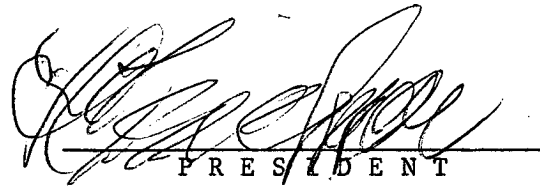


There being no further business, the meeting adjourned at 3:30 p.m. to meet again at the call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING MARCH 30, 1966

The Civil Service Board met in regular session in the Conference Room at 819-10th Street, at 2:00 p.m.

PRESENT: Members Street, Erickson, Alexander, Diepenbrock.

ABSENT: Member J. Genshlea.

Minutes of the last meeting held March 16, 1966, were read and approved.

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have

been scheduled:

- #905 Plumber
- #906 Community Improvement Representative
- #907 Utilities Serviceman II (promotional)
- #908 Signal Maintenance & Repairman

REQUEST FOR LEAVE OF ABSENCE:

John Killam, Clerk II

Communication from Mr. Charles F.

Gray Jr., Attorney, representing

John Killam, requesting a leave of absence for his client, because of his being hospitalized for an indefinite period of time, was considered.

Motion was made by Mr. Street that Mr. Killam be granted a 6 month leave of absence, beginning April 9, 1966. Motion was seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

ASSISTANT REAL ESTATE SUPERVISOR

Nature of Work:

This is technical administrative work in assisting the Real Estate Supervisor in the handling of transactions incident to the acquisition of real property and easements for the City of Sacramento. The work involves the application of specialized knowledge and semi-legal data and procedures to the negotiation for property purchases, easements, and eminent domain proceedings. The employee is responsible for complex assignments requiring considerable skill in research, analysis, and presentation of data. Work assignments are set forth by the Real Estate Supervisor, but the employee must exercise initiative and judgment in carrying out these assignments. The work is reviewed through conferences and the evaluation of reports submitted.

Illustrative Examples of Work:

Assists the Supervisor in the necessary data requiring to implement and coordinate the objectives of the division.

Prepares and checks legal descriptions; prepares parcel maps and makes computations for areas when divided; coordinates the preparation of deeds, reconveyances, agreements, and other documents involving property acquisition.

Negotiates with owners for the purchase of property and easements agreements; arranges escrow details; secures, examines and interprets title reports on property to be acquired, and assists in the preparation and execution of necessary documents to secure clear titles.

Advises and assists immediate supervisors, expert appraisers, and attorneys, in settlements, eminent domain proceedings, and submits estimates and appraisals of rights of way and property costs.

Collects, assembles, and classifies data relative to acquisition projects; evaluates data; prepares written and graphic reports, analyzes tentative and final disposition of transactions involved in the acquisition of city property.

Assists the supervisor in the more general aspects of special assessment proceedings; gives estimates of assessment costs and other information to property owners.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of real estate title preparation, and the principles of title search, title transfer, and title guarantee.

Considerable knowledge of common real property descriptions, including the ability to compute areas, courses, distances, and closure of metes and bounds descriptions.

Knowledge of survey procedures required to secure data for property descriptions.

Knowledge of the principles of property appraisal.

Knowledge of ordinances and state laws related to property acquisition transactions.

Ability to evaluate real property and to negotiate real estate transactions.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with other employees, city officials, property owners, and the public.

Desirable Experience and Training:

Graduation from a 4-year college with major work in business administration, public administration, economics, accounting, or related field, and at least four (4) years of experience in work involving property acquisition, right-of-way negotiations, property appraisal, or real estate title preparation, at least one year of which shall have been in an administrative or supervisory capacity, or an equivalent combination of such education and experience.

CONSTRUCTION SUPERVISOR

Nature of Work:

This is supervisory sub-professional civil engineering work involving the application of technical skills on varied engineering construction work. The work involves responsibility for supervising and participating in the conduct of construction activities, which include the direction of field surveys, inspection of construction projects, compiling final quantities on construction work and checking these quantities with contractors. Assignments are broad in scope, requiring the use of considerable judgment in independently making technical decisions. Major technical problems are discussed with the Assistant City Engineer before final action is taken.

Illustrative Examples of Work:

- Supervises the work of survey parties in the securing of data to be used in the design and construction of city improvements.
- Supervises the work of survey parties in staking and grade setting of construction projects.
- Supervises street construction inspectors in the performance and progress of construction projects.
- Assists in coordinating the work of city forces, contractors and utility companies on various phases of projects.
- Assists in making decisions on disagreements between inspectors and contractors.
- Performs other related work as required.

Knowledges, Abilities, and Skills:

- Considerable knowledge of the principles and practices of engineering, particularly as applied to construction and surveying.
- Knowledge of municipal engineering objectives, purposes, methods and practices.
- Ability to give reliable advice on difficult construction problems.
- Ability to interpret engineering plans and specifications.
- Ability to establish and maintain effective working relationships with other city officials and employees, contractors and the public.
- Ability to negotiate and execute change orders.

Desirable Experience and Training:

Considerable experience in performing technical engineering tasks in the construction and surveying field; and graduation from a 4-year college with civil engineering major, or an equivalent combination of education and experience.

LANDSCAPE ARCHITECT

Nature of Work:

An employee in this class works under the general direction of the Recreation and Parks Superintendent, and is responsible for planning, designing and inspecting all landscaping and related architectural work for city parks and recreational areas. Work involves extensive liaison work with city departments and other governmental agencies as well as with community groups, professional organizations, nurseries, landscape contractors and developers, and individuals who are concerned with landscaping matters. Employee is responsible for following through on the details of various landscaping projects and preparing necessary studies and recommendations to accomplish beautification objectives without sacrificing practicability and functional requirements.

Examples of Work:

Participates in the design and layout of parks, recreation areas, and other public lands with respect to landscaping and selection of plant materials.

Prepares studies and recommendations concerning landscaping needs or plans of the city.

Coordinates the city's landscaping plans with interested civic organizations, other governmental agencies, contractors and individuals in the community.

Makes cost estimates and analyses.

Makes personal appearances before community groups to discuss landscaping problems, use of trees and shrubbery, and promote public understanding of various city landscaping projects.

Supervises and inspects field work in progress to assure proper interpretation of plans and compliance with specifications.

Gives advise to departmental employees regarding the care and maintenance of landscaping use to beautify the city.

Performs other related work as required.

Knowledge, Skills, and Abilities:

Thorough knowledge of the principles, techniques and methods of landscape design, installation, and maintenance of landscaped areas.

Wide knowledge of adaptability requirements, and use of plants, shrubs and trees, both native and cultivated, in different landscaping situations; common plant diseases and pests and standard methods and procedures used in their control and eradication.

Ability to prepare detailed landscape plans, profiles, sketches, color renderings, and specifications and to estimate labor and material requirements and costs.

Ability to explain technical information concerning landscaping matters and to effectively coordinate community groups to attain a desired landscaping goal.

Ability to write detailed reports and present information in a complete and effective manner.

Ability to speak effectively before community groups and establish sound public relations.

Ability to work effectively with other administrative officials, contractors, employees and the general public.

(over)

Desirable Experience and Training:

Graduation from a four-year college or university with major course work in landscape architecture, and either (1) two years of progressively responsible experience in landscape designing, drafting, cost-estimating and specification writing, or (2) possession of a certificate of practice in landscape architecture from the Department of Professional and Vocational Standards of the State of California.

The applicant must also have completed the requirements for the registration examination as set forth in the regulations of the Board. The applicant must also have completed the requirements for the registration examination as set forth in the regulations of the Board.

Application to be filed with the Board.

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REAL ESTATE ASSOCIATE

Nature of Work:

This is technical work involved in the handling of transactions incident to the acquisition of real property and easements for the City of Sacramento. The work involves the application of specialized knowledge and semi-legal data and procedures to the negotiation for property purchases, easements, and eminent domain proceedings. The employee is responsible for complex assignments requiring considerable skill in research, analysis, and presentation of data. Work assignments are set forth by the Real Estate Supervisor or his assistant, but the employee must exercise initiative and judgment in carrying out these assignments. The work is reviewed through conferences and the evaluation of reports submitted.

Illustrative Examples of Work:

Prepares and checks legal descriptions; coordinates the preparation of deeds, reconveyances, agreements, and other documents involving property acquisition.

Negotiates with owners for the purchase of property and easement agreements; arranges escrow details; secures, examines and interprets title reports on property to be acquired, and assists in the preparation and execution of necessary documents to secure clear titles.

Negotiates sale of city owned property; negotiates lease agreements.

Advises and assists immediate supervisors, expert appraisers, and attorneys, in settlements, eminent domain proceedings, and submits estimates and appraisals of rights of way and property costs.

Collects, assembles, and classifies data relative to acquisition projects; evaluates data; analyzes tentative and final disposition of transactions involved in the acquisition of city property.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of real estate title preparation, and the principles of title search, title transfer, and title guarantee.

Considerable knowledge of common real property descriptions, including the ability to compute areas, courses, distances, and closure of metes and bounds descriptions.

Knowledge of survey procedures required to secure data for property descriptions.

Knowledge of the principles of property appraisal.

Knowledge of ordinances and state laws related to property acquisition transactions.

Ability to evaluate real property and to negotiate real estate transactions.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with other employees, city officials, property owners, and the public.

(over)

REAL ESTATE ASSISTANT

Nature of Work:

An employee in this class performs the more routine office and field work involved in the handling of transactions incident to the acquisition of real property and easements for the City of Sacramento. Work is performed under close supervision of an employee in a higher class, and more difficult assignments are given as the employee becomes familiar with procedures involved for property purchases, easements, and eminent domain proceedings.

Illustrative Examples of Work:

Prepares and checks legal descriptions; prepares parcel maps and computes areas.

Prepares written and graphic reports and verifies descriptions.

Assembles various information for immediate supervisor relative to acquisition or sale of property.

Prepares progress reports on acquisitions and sales of property; keeps and maintains accurate records.

Processes all conveyances to the city.

Performs other related work as required.

Knowledges, Abilities and Skills:

Some knowledge of common real property descriptions, including the ability to compute areas, courses, distances, and closure of metes and bounds description.

Some knowledge of real estate title preparation, and the principles of title search, title transfer, and title guarantee.

Knowledge of survey procedures required to secure data for property descriptions.

Ability to evaluate real property and to learn procedures involved in property acquisition transactions.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with other employees, city officials, property owners, and the public.

Desirable Experience and Training:

Graduation from a four year college with major work in business administration, accounting, economics, public administration, or related field, and at least one year of experience in work involving property acquisition, property appraisal, real estate title preparation. Additional experience may be substituted for 2 years of the required education on a year for year basis.

City of Sacramento
New Class Established
3/30/66

1416.1

SUPERVISING TRAFFIC SIGNAL TECHNICIAN

Nature of Work:

This is difficult and complex work involved in the maintenance and repair of electrically and electronically controlled traffic signal devices throughout the city, the inspection of newly installed signals for conformance with specifications, and the supervision and training of subordinates performing field maintenance work on traffic signals. Incumbent works under the general direction of the Electrical Maintenance Foreman, but has considerable responsibility for independent judgment in performing work and for development of new techniques and methods for keeping traffic signal devices in proper operating condition.

Illustrative Examples of Work:

Performs major repairs or overhaul of electrical or electronic components of traffic signals; does testing of circuits, electronic tubes, detectors, and other part requiring specialized testing equipment to detect defects.

Develops special circuits and wiring systems for controllers when intersection components change and adjusts timing to meet changing traffic conditions.

Inspects electronic components of contract signal installation work for compliance with specifications.

Keeps accurate records on all repair and maintenance work; requisitions supplies and equipment; prepares reports and recommendations regarding maintenance work.

Maintains liaison with Traffic Engineer and City Electrical Engineer to coordinate service repair work with signal planning.

Assigns field maintenance work and special repair jobs to signal maintenance men; gives assistance as required on more difficult or technical assignments; evaluates performance.

Performs other related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the theory and principles of electricity and electronics.

Considerable knowledge of the methods, materials, tools and equipment used in the installation, testing, maintenance and modification of traffic signals and component parts.

Good knowledge of the National Electric Code and Industrial Accident Commission Safety Orders.

Ability to plan, direct, and coordinate the work of a small crew including the ability to estimate personnel, material, time and equipment requirements of work to be performed.

Ability to read blueprints, electrical drawings, and electronic diagrams.

Skill in locating and adjusting malfunctions in electrical and electronic systems and equipment.

Skill in the use and care of tools, equipment, testing and calibration equipment.

(OVER)

REAL ESTATE ASSOCIATE

Nature of Work:

This is technical work involved in the handling of transactions incident to the acquisition of real property and easements for the City of Sacramento. The work involves the application of specialized knowledge and semi-legal data and procedures to the negotiation for property purchases, easements, and eminent domain proceedings. The employee is responsible for complex assignments requiring considerable skill in research, analysis, and presentation of data. Work assignments are set forth by the Real Estate Supervisor or his assistant, but the employee must exercise initiative and judgment in carrying out these assignments. The work is reviewed through conferences and the evaluation of reports submitted.

Illustrative Examples of Work:

Prepares and checks legal descriptions; coordinates the preparation of deeds, reconveyances, agreements, and other documents involving property acquisition.

Negotiates with owners for the purchase of property and easement agreements; arranges escrow details; secures, examines and interprets title reports on property to be acquired, and assists in the preparation and execution of necessary documents to secure clear titles.

Negotiates sale of city owned property; negotiates lease agreements.

Advises and assists immediate supervisors, expert appraisers, and attorneys, in settlements, eminent domain proceedings, and submits estimates and appraisals of rights of way and property costs.

Collects, assembles, and classifies data relative to acquisition projects; evaluates data; analyzes tentative and final disposition of transactions involved in the acquisition of city property.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of real estate title preparation, and the principles of title search, title transfer, and title guarantee.

Considerable knowledge of common real property descriptions, including the ability to compute areas, courses, distances, and closure of metes and bounds descriptions.

Knowledge of survey procedures required to secure data for property descriptions.

Knowledge of the principles of property appraisal.

Knowledge of ordinances and state laws related to property acquisition transactions.

Ability to evaluate real property and to negotiate real estate transactions.

Ability to prepare clear and concise reports.

Ability to establish and maintain effective working relationships with other employees, city officials, property owners, and the public.

AMENDMENT OF CLASSIFICATION PLAN:

Landscape Architect
 Construction Supervisor
 Supervising Traffic Signal Technician
 Real Estate Assistant
 Assistant Real Estate Supervisor

Secretary advised that the date of March 30, 1966, had been set by the Board for public hearing on adoption of specifications for

new classes of Landscape Architect, Construction Supervisor, Supervising Traffic Signal Technician, Real Estate Assistant, and Assistant Real Estate Supervisor.

After review of the specifications and there being no objections, motion was made by Mr. Diepenbrock that the specifications as prepared by the Personnel Officer and made a part of these minutes be approved; further, that recommendation be made to the City Council that the following salary ranges apply:

	<u>Recommended Salary Range</u>
Landscape Architect	\$690-820
Construction Supervisor	\$940-1125
Supervising Traffic Signal Technician	\$785-940
Real Estate Assistant	\$630-750
Assistant Real Estate Supervisor	\$802-960

Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:

Real Estate Supervisor
 Real Estate Associate
 Community Improvement Representative

Secretary advised that the date of March 30, 1966, had been set by the Board for public hearing

on adoption of revised specifications for the classes of Real Estate Supervisor, Real Estate Associate, and Community Improvement Representative.

After review of the specifications and there being no objections, motion was made by Mr. Street that the revised specifications as prepared by the Personnel Officer and made a part of these minutes be approved. Motion was seconded by Mr. Diepenbrock and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Assistant Construction Supervisor

Secretary advised that because of the new class of Construction Supervisor being established, the class of Assistant Construction Supervisor would not be filled and should therefore be abolished.

Motion was made by Mr. Alexander that the class of Assistant Construction Supervisor be abolished. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

REQUEST FOR VOLUNTARY DEMOTION:
Theodore Mandella

Communication from Theodore Mandella, Truck Driver in the Street Cleaning Division, dated March 28, 1966, requesting approval of a voluntary demotion to the class of Laborer, was considered.

Secretary advised that Mr. Mandella's health did not permit him to continue as a Truck Driver and the request for demotion had been approved by Kent Link, Street Maintenance Superintendent.

Motion was made by Mr. Alexander that the request for voluntary demotion from Truck Driver to Laborer be approved in accordance with provisions of Section 13.4 of the Rules and Regulations. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

POLICEWOMAN EXAMINATION NO. 901:
Waiver of Residence Requirement
and Change of Educational Requirements

Secretary advised that in the period from February 28, 1966, to date, only eight applications had been received for the Policewoman examination, and recommended that action be taken to either waive the residence requirement or eliminate the two years of

3-30-66

EXAMINATION NO. 901 (Cont'd)

ation as a condition of application, in order to obtain a sufficient
andidates. Secretary further advised that education beyond high school
ired for the most recent Deputy Sheriff (female) examination in the
ce.

discussion, motion was made by Mr. Diepenbrock that the residence re-
waived and that the educational requirement be set as high school
n Policewoman Examination No. 901. Motion was seconded by Mr. Alexander
by the following vote:

Members Street, Erickson, Alexander, Diepenbrock.

None.

being no further business, the meeting adjourned at 3:30 p.m. to meet
call of the Chair.


SECRETARY


PRESIDENT

MINUTES OF CIVIL SERVICE BOARD
CITY OF SACRAMENTO
REGULAR MEETING APRIL 13, 1966

il Service Board met in regular session in the Conference Room at
eet at 2:00 p.m.

: Members Street, Erickson, Alexander, Diepenbrock.

Member J. Genshlea.

of the last meeting held March 30, 1966, were read and approved.

4-13-66

NEW EXAMINATIONS SCHEDULED:

Secretary advised that the following examinations have been

scheduled:

#909 Street Repairman
#910 Carpenter

PLANNING ASSOCIATE EXAMINATION NO. 890:
Eligible Register

Personal Interview ratings in Planning Associate Examination No. 890, held March 30, 1966, at the Berkeley campus, University of California, were reviewed.

Qualifications Appraisal Board consisted of Joe Avena, Planning Director and Phil Macdonald, Personnel Technician.

The following eligible register was made effective April 1, 1966:

PLANNING ASSOCIATE EXAMINATION NO. 890

1. Dale T. James	85.00%
2. Peter S. Marshall	80.00

CONSTRUCTION INSPECTOR II
EXAMINATION NO. 893:
Eligible Register

Written test scores and Personal Interview ratings in Construction

Inspector II Examination No. 893, written test for which was held March 16, 1966, were reviewed.

Secretary advised that the minimum qualifying score in the written test was set at 61 of a possible 115 items, qualifying 10 of 20 candidates appearing for the written test.

Qualifications Appraisal Board consisted of William Shaw, Water Treatment Plant Supervisor; Paul Schmidt, Assistant Construction Supervisor and Phil Macdonald, Personnel Technician.

The following eligible register was made effective March 31, 1966:

4-13-66

CONSTRUCTION INSPECTOR II
EXAMINATION NO. 893: (Cont'd)

CONSTRUCTION INSPECTOR II EXAMINATION NO. 893

#1.	John P. Gibbel	94.33%
#2.	John T. Howe	89.67
#3.	John V. Trimmer	89.33
4.	Carl P. Rogers	80.34
5.	Clyde L. Scott	74.00
6.	Jack S. Phillips	72.67

(# Indicates applicant received 10 points veteran's credit.)

TABULATING MACHINE OPERATOR I
EXAMINATION NO. 899:
Eligible Register

Personal Interview ratings in

Tabulating Machine Operator No. I

Examination No. 899, held April, 1966, were reviewed.

Qualifications Appraisal Board consisted of Maurice Fong, Data Processing Supervisor, Don Sandman, Personnel Technician, and Phil Macdonald, Personnel Technician.

The following eligible register was made effective April 1, 1966:

TABULATING MACHINE OPERATOR I EXAMINATION NO. 899

#1.	Louis N. Lajoie	93.33%
-----	-----------------	--------

(# Indicates applicant received 10 points veteran's credit.)

REQUEST-LEAVE OF ABSENCE EXTENSION:
Jose Silva

Communication from William Chorley,
Parks Superintendent, dated April 11,

1966, requesting approval of a 90 day extension of leave of absence for Jose M. Silva, because of being out of the country, was considered.

Motion was made by Mr. Street that the request for a 90 day extension of leave of absence for Mr. Silva be approved. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

4-13-66

FIRE CAPTAIN EXAMINATION:
Number of Eligibles

Communication from Tom A. Deise,
Fire Chief, dated April 5, 1966,

requesting that the eligible register to be established for Fire Captain in the forthcoming examination be limited to 42 candidates in conformity of provisions of Section 8.2(g) of the Civil Service Board rules and regulations.

Motion was made by Mr. Diepenbrock that the request be approved. Motion was seconded by Mr. Street and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

REQUEST FOR WAIVER OF
RESIDENCE REQUIREMENT:
Landscape Architect

Communication from R. G. Renfree,
Director of Recreation and Parks

Department, dated April 11, 1966, requesting that the one year residence requirement in the forthcoming examination for Landscape Architect be waived in order that a sufficient number of applicants might be obtained.

Motion was made by Mr. Diepenbrock that the request be approved. Motion seconded by Mr. Alexander and carried by the following vote:

AYES: Members Street, Erickson, Alexander, Diepenbrock.

NOES: None.

AMENDMENT OF CLASSIFICATION PLAN:
Industrial Painter

Communication from Ray Jones,
Water Division Superintendent,

dated April 11, 1966, requesting that the classification plan be amended in order to establish a classification of Industrial Painter, was considered.

Proposed specifications for this class was submitted to the Board for their consideration with recommendation for adoption at the next regular meeting of the Board as required by Section 4.5 of the rules and regulations.

INDUSTRIAL PAINTER

Nature of Work:

This is skilled painting work of journeyman level. An employee in this class performs assignments requiring employment of standard trade practices and skills. The work often includes industrial stage work, sandblasting, coatings and working in confined quarters and high places. The matching and mixing of paints and epoxies are often required. The work is performed under general direction and is subject to inspection while in progress and upon completion for appearance and durability.

Illustrative Examples of Work:

Cleans and prepares surfaces to be painted by use of sandpaper, steel wool, scrapers, or soap and water; sandblasts surfaces preparatory to painting or coating.

Painting exterior and coating interior of elevated and ground level, steel and concrete tanks.

Painting of pumps, motors, piping and machinery.

Application of epoxy and other special coatings to tanks, piping and metal surfaces.

Application of thiokol coatings and sealants.

Mixes paints, varnishes, shellacs, and enamels; cleans and stores brushes.

Performs incidental duties such as erecting and moving scaffolds, and cleaning up after a job; operates a pick-up or small truck.

Performs related work as required.

Knowledges, Abilities, and Skills:

Considerable knowledge of the characteristics and uses, including mixing and blending, of various kinds of paints, varnishes, enamels, and shellacs.

Considerable knowledge of proper methods of preparing various surfaces for painting and finishing.

Skill in painting with hand brushes, high pressure and airless spray guns.

Ability to understand and carry out oral and written instructions.

Good color sense and eyesight as required in mixing and matching paints and enamels.

Desirable Experience and Training:

Either (1) four years of experience as a journeyman painter, including two years of industrial experience as outlined, or (2) completion of an apprenticeship in this trade and at least two years of industrial experience; and completion of the 10th school grade.