

City of Imperial Beach
POSITION DESCRIPTION

Title: Graffiti Program Coordinator
Department: Public Works
Division: Graffiti

GENERAL PURPOSE

Removes graffiti from buildings, fences, concrete channels and other structures; coordinates graffiti abatement and enforcement; assists with Street Division responsibilities; and performs related work as required.

SUPERVISION RECEIVED

Works under the direct supervision of the Building Maintenance Supervisor.

SUPERVISION EXERCISED

Exercised over crews consisting of juvenile workers assigned to perform community service work. May supervise part-time/temporary maintenance worker positions, and/or volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans, coordinates and supervises the work involved in the removal of graffiti.

Estimates time, equipment and materials required for jobs, maintains inventories and tracks locations of new graffiti and work performed, and obtains signatures of property owners for authorization forms and tracks same.

Confers and coordinates with local utility companies, (i.e. Pac-Bell, SDG&E, Cox Cable, California-American Water Co.) and any other agencies involved with graffiti removal.

Trains and assists crews in painting, sandblasting, water blasting and other processes of graffiti removal.

Assists in the accumulation of budgetary data, works with Street Division crew when required, participates in the training of Safety and Health procedures utilized when working with caustic materials. Gathers information relating to sign inventories. Coordinates citywide graffiti paint-outs; coordinates graffiti removal by volunteer groups and service organizations.

PERIPHERAL DUTIES

Operates a vehicle equipped with graffiti removal supplies and equipment.

DESIRED MINIMUM QUALIFICATIONS

Education & Experience

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Graduation from a high school or GED equivalent supplemented by related vocational training programs, such as Supervision, Communication, Safety and Health procedures, and the equivalent of a least three (3) years of commercial or public agency painting experience.

KNOWLEDGE OF

Skill in operation of listed tools and equipment. Mix and match paint, drive or operate light equipment and light trucks; and perform heavy lifting. Work cooperatively with others, including representatives of the construction industry and member of the public.

ABILITY TO

Ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; and ability to work efficiently and independently on assignments. Ability to follow written and oral instructions.

TOOLS AND EQUIPMENT

Sandblaster, high pressure water blaster, airless paint sprayer and other painting equipment as required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk or hear, walk, use hands to finer, handle or feel objects, tools or controls; and reach with hands and arms.

The employee must occasionally climb and bend, lift and/or move up to 50 pounds. Specific vision abilities required by this job include bother distant and close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee regularly works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to very noisy.