GRAFFITI ABATEMENT SUPERVISOR

DEFINITION
Under general direction, supervises of assigned staff in the maintenance and beautification division, tasked with the removal of graffiti from City facilities, streets, parks, alleys, and other City areas.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Supervises, oversees and participates in the maintenance and beautification of the City environment;
- Delegates work activities including the maintenance and cleaning of graffiti from public facilities, parks, alleys, empty parking lots, sidewalks and other City owned property;
- Maintains City owned property free from harmful or dangerous materials;
- Schedules, assigns and oversees work activities; monitors progress, efficiency and quality of work activities;
- Reviews field operations and implements work methods to improve productivity;
- Implements Divisional rules, procedures and recommends hiring, training and disciplinary action for assigned staff;
- Conducts safety/training meetings for community beautification and maintenance staff;
- Assists in the preparation of division budget and staff reports;
- Maintains inventory of equipment and supplies;
- Investigates complaints and resolves problems;
- Inspects crews or staff while on work, provides guidance or assistance, and prepares requisition of supplies and materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of municipal maintenance and beautification methods, occupational hazards and safety guidelines, budgeting and purchasing process and procedures
- Skilled in supervising, delegating prioritizing and scheduling and evaluating work activities, providing and following oral and written instructions, and establishing and maintaining productive working relationships
- Ability to effectively communicate verbally and in writing, perform essential duties with minimum supervision
- Proficient in the use personal computer hardware and software packages

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an outdoor/office environment. Work may require frequent standing, walking, climbing, bending and lifting up to 50 pounds. Incumbents may be exposed to repetitive motion, extreme temperatures and weather, moving traffic, areas under construction, toxic fumes and chemicals and infectious diseases.

QUALIFICATIONS
A high school diploma or equivalent, AND three (3) years performing graffiti abatement services OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.