PAINT PROJECTS COORDINATOR

DEFINITION
Under general supervision, generates, administers and monitors the City’s painting contracts with various vendors.

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
- Monitors and coordinates contractors with painting City projects;
- Maintains daily progress reports of work orders;
- Prepares requisition, tracks, reorders, maintains inventory of equipment, supplies, and materials for inventory stock;
- Cleans and maintains equipment; disposes hazardous materials.
- Investigates complaints and resolves problems;
- Inspects contract crews or staff while on assignment and may provide guidance or assistance;
- Prepares staffing, time, material and equipment estimates required for maintenance, repair and installation-related projects for painting assignments;
- Researches, investigates and resolves complaints or inquiries; verifies contractor compliance with contract terms.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of contract administration techniques and practices, City policies and procedures, billing techniques and procedures;
- Skilled in following and providing oral and written instructions, establishing and maintaining productive working relationships, monitoring and inspecting work of contractors;
- Ability to perform essential duties with minimum supervision, to effectively communicate verbally and in writing in English,
- Proficient in the use of MS Office software package

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending and lifting up to 30 pounds. May be exposed to repetitive motion, vision to monitor, hazardous fumes and chemicals and infectious diseases.

QUALIFICATIONS
A high school diploma or equivalent supplemented by some college level courses in Business or Contract Administration, AND three (3) years of professional experience in commercial painting or finishing; or closely related field, OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver’s License.