



34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **SPECIAL PROJECTS COORDINATOR**

### **DEFINITION**

Under the general supervision of the Public Works Superintendent, incumbents in this classification perform for the Public Works Department in overseeing and directing the operations of special projects (i.e., Graffiti Program, Association for Retarded Citizens (ARC), Youth Groups) in the upkeep of the City; perform related duties as required.

### **EXAMPLES OF DUTIES**

- Oversee and direct daily field operations of the Graffiti operations; coordinate the daily assignments of special projects; determine tasks and resources required to perform work assignments; obtain additional resources from other crews when necessary.
- Provide technical and safety training to crew; demonstrate and explain work assignments and methods; monitor work to determine adequacy of training; monitor safety conditions in the field to ensure that all safety precautions/regulations are being followed.
- Complete daily worksheets; maintain documentation, fill out police reports, write daily cost estimates including the labor and material required; maintain records through entering data onto the work program system; complete accident reports.
- Contribute information and make recommendations regarding the status of projects.
- Communicate with citizens verbally and in writing regarding the nature and status of operations.
- Obtain cost estimates and order products; inventory supplies.
- Attend staff meetings, briefings and training sessions; provide input.
- Operate and maintain a variety of hand and power tools used in graffiti control and special projects; operate and maintain various pieces of medium equipment including trucks, trailers, and sandblasters. Inspect, clean, repair, and maintain City property and facilities to ensure they are safe and usable.
- Paint, sandblast, or otherwise remove graffiti from public properties; paint building interiors; paint barricades and sign posts.

## **SPECIAL PROJECTS COORDINATOR**

### **QUALIFICATIONS**

#### **Knowledge Of:**

Work planning and scheduling techniques: on-the-job and classroom training methods; records management; common hand tools, materials, and equipment used in the maintenance of City facilities and grounds; business and shop math; safety standards and procedures; verbal and written communication methods; terminology, practices and procedures used in facilities maintenance; basic carpentry, construction, electrical, plumbing, concrete work and painting methods; traffic diversion techniques.

#### **Ability To:**

Plan, assign, and review work on a daily basis; maintain accurate records of quality/quantity of work performed and the time needed to perform the work; inventory and order supplies; read technical manuals and departmental policies and procedures; train crew members in appropriate safety and work methods; write/prepare reports; provide the upkeep for City facilities, equipment, and streets/roadsides; work independently or as a crew member; provide, comprehend, and follow written and verbal instructions; interpret and use rough working diagrams; maintain positive contact with subordinates and the public; operate a variety of hand and power tools; operate medium equipment; work with paints, thinners, and other substances; work odd hours including weekends when needed; physically perform the duties of the job.

### **EXPERIENCE/ LICENSE**

A typical way to gain the above knowledge and abilities are: two (2) years of general grounds, streets, and building maintenance work.

Must possess a valid class C California Driver's License and have a satisfactory driving record.