

Graffiti Abatement Inspector

DEFINITION

This is foreman level supervisory and inspection work responsible for:

- ensuring that graffiti contractors adhere to contract specification set out for graffiti removal and specialized restoration of surface areas; and
- supervision of Graffiti Abatement workers involved in the direct removal of graffiti in multiple locations on various types of city assets.

Work of this class involves the inspection and monitoring of graffiti removal and anti-graffiti coating services provided by contractors, including the development and implementation of contract specifications. Work involves ongoing and regular contact with Capital City Clean Up (CCCU) program representatives, funding department representatives (Community Services Department), and the service coordination branch (Corporate Properties). There is considerable independence in the areas of scheduling and decision making regarding graffiti removal. Unusual or newly developing situations are discussed with the supervisor or funding department (CCCU or Community Services) and contractors. Daily decision making involves determining whether graffiti removal projects should be completed with program staff or contractors, in consideration of the program budget guidelines. These decisions are monitored by the CCCU Supervisor.

Work of this class also includes planning, assigning, supervising and participating in the activities of subordinate graffiti removal labourers, employed on a seasonal basis. Assignments involve the preparation of surfaces and the application and removal of protective coatings to items such as buildings, furniture, equipment monuments, art works and signs. Work is assigned orally or through written notices, with expectations that all operations conform to the methods and standards set out. Responsibilities may include the preparation of daily and weekly reports, training of new employees, identification of performance issues, and recommendations for corrective action. Work is checked on a daily basis by a supervisor who views progress reports and problems occurring in the area.

TYPICAL DUTIES *

Plans, assigns, supervises and participates in the work of Graffiti Abatement Workers involved in the preparation of surfaces and the application of various coatings and chemical removal of graffiti on various City assets including buildings, furniture, equipment and signs.

Prepare surfaces by washing them with soap and water, using steam or solvents to remove grease, rust and dirt. Remove old finish with solvents/graffiti removal chemicals, wire brushes and scrapers.

Selects premixed paints and stains, or prepares the desired colors by mixing various pigments, thinning and drying additives, and oils.

Selects and evaluates chemical products and solvents used in the removal of paint from a variety of surfaces; ensures that products conform to City of Edmonton policies with respect to chemical selection and use.

Apply paint, varnish and stain with brushes, rollers and sprayers.

Apply a variety of graffiti removal chemicals to various on City of Edmonton Assets.

Monitors level of graffiti removal services provided by contractors by way of site inspections, meetings with user department representatives and meetings with contractors.

Provide written and verbal reports to user departments, contractors, supervisor and funding department (Capital City Clean Up, Community Services) about the quality of service, problem areas, supervisory issues, etc.

Obtain estimates for non-program graffiti removal and protective coating services, Conducts site tours with contractors.

Make recommendations on awarding or withdrawing contracts from contractors.

Assist in public events coordinated by the funding department.

Perform related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of methods, standards and equipment used within the custodial and graffiti removal industry.

Some knowledge of the standard methods, materials and equipment employed in the Painter trade.

Considerable knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to effectively supervise the daily ongoing activities of a small team of labourers including performance monitoring, attendance management, and Occupational Health and Safety compliance.

Ability to co-ordinate multiple aspects of the graffiti abatement program and to respond to unforeseen situations such as weather conditions and environmental spills.

Ability to communicate effectively with the subordinates, other department representatives, contractors and the public on matters related to service delivery and to resolve complaints in an expeditious manner.

Ability to effectively interpret and apply the concepts, principles and behaviours consistent with leading, motivating and encouraging staff; ensuring compliance with the City's policies and procedures and representing the City of Edmonton in a professional, honest, respectful, and safe manner.

Ability to communicate clearly and effectively orally and in writing with a variety of personnel in order to achieve effective planning and program delivery.

Ability to accurately estimate graffiti removal costs.

Skill in the use and care of the tools and equipment employed in the custodial, graffiti and painter trades.

Skilled in the use of maintenance software, Microsoft Office applications, and data analysis tools to meet the specific requirements of the job.

The ability to develop, maintain and support collaborative and cooperative working relationships.

Demonstrate a standard of performance that is guided by ethics, organizational values, integrity and respect for others.

Maintains awareness of current policies and procedures which affect the organization, department, branch and section.

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TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the Alberta Vocational College Building Services Worker Program and related post secondary course work in the areas of report writing and contract administration/interpretation or educational equivalent with 5 years of progressively responsible experience, at least 2 of which involve the supervision of staff.

OR

Certified Alberta Journeyman in the trade of Painter and Decorator with 3 years of progressively responsible experience and 2 years of supervisory experience.

Completion of Level I Foremanship Training or the equivalent recognized by the City of Edmonton; incumbents must successfully complete Leading People for Results within 3 years of appointment.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10D</u>
Job Code	2218			
Grade	060			
Last Updated:				
Previous Updates:				
Originated:	March 2011			