



## Parks Maintenance Supervisor

**Department:** Parks and Recreation

**SUMMARY:** Plans, directs and coordinates a variety of activities related to construction and maintenance of park grounds, buildings, landscaped areas within the city limits, aquatic facilities and Multi-Generational Center. Performs complex assignments while directing lower level staff and contractors in the fulfillment of their duties.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Plan, schedule, organize and direct a variety of activities related to park construction, maintenance and activities; supervise and evaluate the work of staff; prioritize and assign work to personnel; coordinate work activities, program functions and other related activities with City departments, utility companies and community and private groups.

Assist in planning and monitoring the budget for areas of responsibility; assist in writing, bidding and enforcing maintenance contracts; order supplies, materials, services and equipment necessary for all maintenance operations and construction projects;

Maintain work related records and submit reports of injuries, vandalism and safety issues.

Perform regular weekly and monthly safety inspection of playgrounds, park facilities and contracted area; submit written reports of the inspection results; respond to requests and inquiries from the general public.

Aid in the selection of new Parks Workers; conduct employee training to include job safety training; complete employee performance evaluations; counsel employees and implement corrective actions.

Maintain work schedules and records; review and approve timesheets.

Participate in developing and implementing goals, objectives, policies and priorities relative to park maintenance, repair and construction; recommend appropriate staffing levels and resource needs; continuously monitor and evaluate efficiency of service delivery methods; serve as liaison with special interest groups and governmental entities.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

### **KNOWLEDGE AND SKILLS:**

#### **Demonstrated Knowledge of:**

City and Department procedures, policies and guidelines; City Code; Arizona Revised Statutes; Occupational Health and Safety Association (OSHA) standards and regulations.

Budget development.

Principles and practices of effective project management, leadership, supervision and training; effective task delegation.

Methods, techniques, tools and operational characteristics of mechanical equipment used in swimming pool and park maintenance and construction.

Methods and techniques used in estimating time, equipment and materials.

**Skill in:**

Establishing and maintaining cooperative working relationships with coworkers, contractors, and other individuals; communicating clearly and concisely.

Operating a personal computer utilizing standard software such as Microsoft Office and some specialized software and standard equipment.

Reading and interpreting construction plans for grading, irrigation and landscaping.

Assessing, prioritizing and completing multiple tasks; meeting deadlines.

**MINIMUM QUALIFICATIONS:**

Must possess a high school diploma or GED, and five (5) years paid fulltime experience in park related construction, development or maintenance, two (2) years of which included supervision; OR an equivalent combination of education and experience.

**LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be required to be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

*Depending on assignment, must possess a valid Arizona Commercial Driver's License, Arizona Department of Pest Management Herbicide Applicators License, Playground Safety Inspector or Certified Pool Operator status, or obtain all within one (1) year of appointment.*

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Majority of work is performed outdoors includes walking and operation of a vehicle, landscaping equipment and various power tools during the course of inspections. May involve climbing ladders. Requires moderate exertion and lifting carrying objects up to 100 pounds, repeated bending, stooping and reaching above the head daily. Performs construction and maintenance functions requiring visual and manual dexterity and precision measurements and continuous repetitive arm, hand and eye movement. May be exposed to high voltage and hazardous chemicals. Some work to be performed in a standard office or indoor environment and involves continuous operation of a personal computer. May work a varying work schedule which includes nights, week-ends, holidays, on call duty and extended hours during emergencies.

Adopted:

Formerly: Parks Supervisor

Revised: Aug, 2013; Nov, 2014; April 2015, Sept. 2019