

PARKS MAINTENANCE SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Parks Maintenance Supervisor is responsible for supervising and overseeing the maintenance, minor construction, repair of park and/or golf course grounds and facilities, and other landscaped areas. Working through subordinates, duties include: planning, organizing, coordinating, instructing, and evaluating the work of employees involved in parks maintenance and repair activities (carpentry, plumbing, electrical, painting, masonry, fence repair, playground equipment service and repair, and welding); ball field preparation and maintenance; equipment operation; equipment service and repair; contract administration; along with park and/or golf course irrigation. The Parks Maintenance Supervisor analyzes service and maintenance needs in the areas of parks and/or golf course maintenance; and assists in the preparation of special project designs and implementation, including irrigation systems and plant selection, to meet the needs of a variety of City-owned parks and basins. Responsibilities include: selecting, scheduling, training, and evaluation of subordinates and volunteers. Additional responsibilities include: participating as a member of the aquatics, parks, and sports field maintenance management meetings; developing equipment and facility maintenance procedures; overseeing special projects and repairs in parks and complexes; assisting in writing, bidding, and enforcing maintenance contracts; monitoring of master agreement and special project allocations; coordinating staff training; implementing section policies; serving as liaison with special interest groups, recreation programming, and other City staff to avoid conflict between required maintenance and development activity, and recreational programming; and specialized maintenance of fountains and aquatic facilities, irrigation programming, pump operations and maintenance, or construction and maintenance related projects Citywide. This class is responsible for performing related duties as required.

Parks Assignment: Responsible for supervising and overseeing the daily program operations of the facility and landscape maintenance, minor construction, and repair of maintenance operations, and landscape services for parks, basins, athletic/sports fields, playgrounds, and related public grounds, and other landscaped areas such as water retention basins, flood irrigation, pump maintenance, and lake maintenance. Responsibilities also include preparing, authorizing, and monitoring compliance work, quality control, and maintenance of all parks and basin landscape contracts. This includes administration of contract terms and conditions to adjust for unforeseen conditions or problems by verifying the nature and extent of the problem, negotiating with contractor toward solution, and preparing the appropriate forms to formally amend the contract. This position oversees all parks landscape functions and, when issues are escalated, acts as the City's liaison with private contractors to ensure compliance with terms and conditions of the contracts, and to negotiate with contractor to reach a mutually-acceptable solution. Work involves use of Microsoft Word, Outlook, Access, Excel, custom database applications, and (GIS) Geographic Information System mapping system applications. Responsibilities also include inspecting and monitoring the central Motorola irrigation system to ensure utilities are maintained with budgetary requirements; installing, troubleshooting, and repairing the Motorola irrigation system as needed; and performing preventative maintenance and repairs to parks and basins irrigation pump systems.

Athletic Fields and Riverview Assignment: Responsible for supervising and overseeing the daily program operations of the facility and landscape maintenance, minor construction, and repair of Riverview Park athletics and sports fields, and other assigned areas. Working through subordinates, duties include: planning, organizing, coordinating, instructing, and evaluating the work of employees

involved in maintenance and repair activities at assigned parks and sports fields; maintenance; equipment operation; equipment service and repair; contract administration; coordination with professional baseball teams for park irrigation schedules, and site preparations for professional baseball team and City uses; and serves as a liaison with special interest groups, recreation programming, and other City staff. This position oversees all parks and athletic and sports field maintenance functions and, when issues are escalated, acts as the City's liaison with private contractors to ensure compliance with terms and conditions of the contracts, and to negotiate with contractor to reach a mutually acceptable solution. Responsibilities also include managing; monitoring to ensure utilities are maintained within budgetary requirements; and inspecting the operation of central irrigation systems such as Motorola, Rainbird, and Calsense. This also encompasses working through subordinates who are responsible for programming, troubleshooting, repairing, installing, and monitoring the operation of central irrigation systems. Work involves use of Microsoft Word, Outlook, Access, Excel, custom database applications, and GIS mapping system applications.

Golf Course Assignment: Responsible for supervising and overseeing the day-to-day operation of an 18-hole municipal golf course facility, associated buildings and equipment. Monitors overall turf conditions and determines solutions to turf, irrigation and facility problems. This position is responsible for the over seeding process in the fall and the transition of the turf each spring. Responds to customer issues that are escalated regarding turf playing conditions. Oversees contractors to ensure compliance with terms and conditions of the contract and quality of work. Assists the PRCF Administrator with development, planning, scheduling, and evaluation of special projects for the golf course, and directly supervises the work being performed on projects. Monitors the golf course budget and assists the PRCF Administrator with capital procurement, budget expenditures, preparing cost estimates for projects, and purchasing new equipment. Directly supervises employees responsible for golf course maintenance and equipment along with responsibility for the golf course starter positions.

Distinguishing Features: A Parks Maintenance Supervisor exercises considerable independent judgment in planning maintenance activities and major seasonal projects, and works cooperatively with other staff to ensure resources are used in the most efficient manner. A Parks Maintenance Supervisor receives supervision from an Aquatics and Parks Maintenance Superintendent or a PRCF Administrator who reviews work through meetings, conferences, reports, and results achieved. This class is subject to emergency call-out during off-duty hours. This class is FLSA exempt-administrative.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Parks Management, Horticulture, Resources Management, Landscape Horticulture or Architecture, or a related field. Extensive (5+ years) experience in the maintenance and repair of parks facilities, contract administration involving landscaping and/or parks, turf landscape management, golf course, recreation areas, or large outdoor athletic complexes, including good (1 - 3 years) supervisory experience.

Special Requirements. Must possess a valid Arizona Driver's License by hire or promotion date. Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification. (*Athletic Fields and*

Riverview Assignment). Must possess certification as a Pest Management Professional from Arizona's Office of Pest Management in the categories of 1-Industrial/Institutional, 3-Ornamental & Turf, 4-Right-of-Way, and 5-Aquatics within six months of hire date. (*Athletic Fields and Riverview Assignment*). Must possess a Certified Pesticide Applicator's License within one year of hire or promotion date (*Golf Course Assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Experience in producing cost or productivity studies, facility, and sprinkler system design, arboriculture, plan review, and using computer spreadsheets and databases is highly desirable. Possess a Certification as an Arborist (International Society of Arboriculture).

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities, which may be found in positions of this classification.

Communication: Communicates with subordinates, management, contractors, vendors and suppliers, special interest groups, City employees, and the general public in order to plan and assign work, coordinate projects, and respond to inquiries and complaints. Prepares project status reports, equipment and facility maintenance procedures, project cost estimates, performance appraisals, and other recordkeeping activities.

Manual/Physical: Reviews work to ensure compliance with contract specifications, state regulations (Department of Water Resources, Structural Pest Control Commission), federal regulations, and recommendations of the National Arborists Society. Inspects, monitors, and evaluates work-related conditions to determine compliance with prescribed operating and safety standards (example, Occupational Safety and Health Administration [OSHA], Federal Insecticide, Fungicide, and Rodenticide Act, National Arborist Society). Detects hazardous materials such as pesticides, fumigants, and vapors. Inspects playground equipment, playing fields, and parks facilities to ensure safety and appearance standards. As needed for training or special projects, works with cleaning fluids and agents, chemicals, pesticides, insecticides, and paints using normal and protective equipment to apply herbicides and to complete maintenance and repair duties. Reviews the work of subordinates and contractors working on golf courses, maintenance and preparation, equipment service and repair, and irrigation projects while in progress and upon completion, to ensure compliance with department safety and maintenance operating standards. Operates a motor vehicle requiring a standard Arizona Driver's License to inspect and monitor work in progress and upon completion. Meets scheduling and attendance requirements.

Mental: Plans, organizes, coordinates, supervises, and evaluates the activities of employees involved in parks and/or golf course special maintenance and repair, contract administration, ball field preparation and maintenance, parks equipment operation, parks equipment service and repair, park and/or golf course irrigation; and examines work areas, analyzes proposed projects, and determines best approach to accomplish objectives. Assesses and assigns priorities to problems and work assignments when confronted with several pressing demands at one time. Investigates, analyzes, evaluates, and resolves operational, procedural, and personnel problems. Analyzes and evaluates information and data accurately in order to express ideas clearly and prepare written reports. Devises timetables for the

completion of projects by considering such factors as impact of other work, probable work completion of other work units, time required for coordination and/or review, and the number and duration of probable interruptions. Reviews pesticide applications and storage techniques to ensure compliance with state and federal legislation, and to maximize citizen safety.

Knowledge and Abilities: (May vary by assignment)

Knowledge of:

the techniques used in planning, budgeting, and goal setting;
personal computers and office related software;
the methods, practices, and materials used in masonry, rough and finished carpentry, welding, painting, plumbing, and electrical work;
automatic sprinkler systems, including the Motorola sprinkler and lighting control system;
pesticide applications, and landscape maintenance procedures;
methods, standards, safety practices, chemicals, tools, and equipment used in the care and maintenance of parks and/or golf course grounds and facilities;
plant species and the fertilizers and chemicals used to promote growth and control pests and diseases;
electrical systems, lighting systems, and basic electrical repairs;
principles of contract preparation and administration;
safety hazards common to park facilities;
general repair procedures pertaining to pipelines, gate boxes, and valves;
basic methods and practices used in the electrical trades;
the procedures, materials, equipment, and safety hazards common to parks maintenance work;
the chemicals used to control plant pests and diseases, and safety precautions to be observed in their use;
the principles and methods of supervision and manpower scheduling;
the operation, maintenance, programming, and repair of irrigation systems;
the procedures and techniques used in the care and maintenance of golf course (i.e., greens and fairways);
golf course construction and renovation techniques;
the methods, practices, tools, equipment, and materials used in installing and repairing irrigation and sprinkler systems;
techniques used in planning and goal setting; and
management procedures and techniques.

Parks Assignment:

occupational hazards and safety procedures associated with mechanical maintenance, and chlorine gas; and plumbing methods, practices, and materials;
installation, maintenance, and repair procedures for pumps, valves, rapid mixers, drive units, chlorinators, and other equipment associated with water collection system;
testing procedures for backflow valves;
Blue Stake laws and underground utility identification practices; and
principles of contract preparation and administration.

Athletic Fields and Riverview Assignment:

equipment and safety hazards common to parks maintenance work;
safe installation procedures for parks facility and playground equipment; and

turf management standards for spraying of pesticides, turf growth practices, and soil mixes for ball field, infield, and outfield mixes.

Golf Course Assignment:

equipment and safety hazards common to golf course maintenance work;
turf management standards for spraying of pesticides, turf growth practices, and soil mixes for golf courses;
the operation, maintenance, programming, and repair of irrigation systems; and
the procedures and techniques used in the care and maintenance of a golf course (example, greens and fairways).

Ability to:

write contracts to perform general and specific maintenance operations;
write reports tracking the history of maintenance operations;
break large projects down into smaller work units and assign and coordinate work progress;
determine equipment and material needs and submit requisitions for it;
deal effectively with contractors, the general public, outside agencies and services, and other City departments;
work within established guidelines and policies; and
establish and maintain effective working relationships with those supervised, management, the general public, and other City departments.

Parks Assignment:

prepare, authorize, and monitor compliance work, quality control, and maintenance of all parks and basin landscape contracts;
oversee all parks landscape functions; and
act as the City's liaison with private contractors to ensure compliance with terms and conditions of the contracts and to negotiate with contractor to reach a mutually acceptable solution.

Athletic Fields and Riverview Assignment:

coordinate with professional baseball teams for park irrigation schedules, and site preparations for professional baseball team and City uses;
serves as a liaison with special interest groups, recreation programming, and other City staff;
oversees all parks and athletic and sports field maintenance functions; and
act as the City's liaison with private contractors to ensure compliance with terms and conditions of the contracts, and to negotiate with contractor to reach a mutually acceptable solution.

Golf Course Assignment:

write reports and proposals regarding maintenance operations;
supervise, direct, and assist in the work of a golf course maintenance crew;
establish and maintain effective working relationships with those supervised, co-workers, contract golf professionals, restaurant management/staff management, representatives from other sports and/or event organizations, the general public, and other City departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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