

## **PARKS MAINTENANCE SUPERVISOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Parks Maintenance Supervisor is responsible for supervising and overseeing the maintenance, minor construction, repair of park grounds, basins grounds, vertical and horizontal assets, stadium grounds, aquatics facilities, athletic 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; aquatics facilities maintenance and repair; equipment service and repair; and park mechanical and flood irrigation. The Parks Maintenance Supervisor analyzes service and maintenance needs in the areas of parks maintenance; and assists in the preparation of special project designs and implementation, including renovation of existing park land, irrigation systems, and plant selection, to meet the needs of a variety of City-owned parks and basins. Responsibilities include: selecting, scheduling, training, and evaluating subordinates and volunteers. Additional responsibilities include: participating as a member of the aquatics, parks, basins, 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.

**Aquatics Maintenance and Athletic Fields Assignment:** Responsible for supervising and overseeing the daily program operations of aquatic facilities, athletic facilities, landscape maintenance, irrigation maintenance, minor construction, and repair of maintenance operations; and landscape services for aquatic facilities, athletic/sports fields, and related public grounds. Working through subordinates, duties include: planning, organizing, coordinating, instructing, and evaluating the work of employees involved in maintenance and repair activities at assigned aquatics and athletics fields facilities; maintenance; equipment operation; equipment service and repair; contract administration; and serves as a liaison with special interest groups, recreation programming, and other City staff. Responsibilities also include preparing, authorizing, and monitoring compliance work, quality control, and maintenance of aquatics and athletic fields 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 aquatics and athletic fields contracted 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 contractors to reach a mutually acceptable solution. Work involves use of Microsoft Word, Outlook, Access, Excel, custom database applications, Computerized Maintenance Management Systems (CMMS), and GIS (Geographic Information System) mapping system applications. Responsibilities also include inspecting and monitoring the Motorola Supervisory Control and Data Acquisition (SCADA) and irrigation systems; chemical monitoring and

feed systems to ensure functionality; installing, troubleshooting, and repairing the central Motorola SCADA and irrigation system as needed; performing preventative maintenance and repairs to aquatic and athletic fields pump systems; and dealing with hazardous materials as related to county, state, and federal requirements and health regulations in the daily maintenance and repair of aquatic and athletic facilities. This position is a liaison to the Department of Homeland Security which includes serving as a Preparer of facility reports and security programs, serving as the Assistant Site Security Officer for all designated facilities, and acting as the Facilitator for the Alternate Security Program for all designated facilities.

***Parks and Basins Maintenance Assignment:*** Responsible for supervising and overseeing the daily program operations of park facilities, minor construction, and repair of maintenance operations; and maintenance services for parks, basins, aquatic facilities, athletic fields, playgrounds, related public grounds, and other horizontal and vertical assets in areas such as water retention basins. 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 basins facilities; maintenance; equipment operation; equipment service and repair; contract administration; and serves as a liaison with special interest groups, recreation programming, and other City staff. Responsibilities also include preparing, authorizing, and monitoring compliance work, quality control, and maintenance of parks and basins 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 and basins contracted 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, CMMS systems, and GIS mapping system applications. Responsibilities also include inspecting and monitoring the central Motorola SCADA system and other control systems to ensure functionality; installing, troubleshooting, and repairing the Motorola SCADA system as needed; performing preventative maintenance and repairs to parks and basins horizontal and vertical systems; and dealing with hazardous materials as related to county, state, and federal requirements and health regulations in the daily maintenance and repair of parks and basins facilities.

***Riverview, Hohokam, and Fitch Park Maintenance Assignment:*** Responsible for supervising and overseeing the daily program operations of the facility, landscape maintenance, minor construction, and repair of Riverview Park, Hohokam Stadium, Fitch Park, stadium grounds, 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, lakes, sports fields, and stadium grounds; maintenance; equipment operation; irrigation system programming, troubleshooting, repairs, and maintenance; equipment service and repair; contract administration; coordination with professional baseball teams for park irrigation schedules, and site preparations for City uses; and serves as a liaison with special interest groups, recreation programming, and other City staff. This position oversees all parks, athletic fields, and grounds 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 contractors to reach a mutually acceptable solution. Work involves use of Microsoft Word, Outlook, Access, Excel, custom database applications, CMMS systems, and GIS mapping system applications. Responsibilities also include inspecting and monitoring the central Motorola SCADA and irrigation system to ensure functionality; installing,

troubleshooting, and repairing the Motorola SCADA and irrigation system as needed; performing preventative maintenance and repairs to parks, athletic fields, stadium grounds and facilities; and dealing with hazardous materials as related to county, state, and federal requirements and health regulations in the daily maintenance and repair of parks, athletic fields, stadium grounds, and facilities. This assignment serves as the Political Subdivision Responsible Individual through Arizona's Department of Agriculture, Pest Management Division for the Parks Maintenance Team.

**Distinguishing Features:** A Parks Maintenance Supervisor exercises considerable independent judgment in planning maintenance activities, 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 a PRCF Deputy Director 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 training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree (or higher) in Parks Management, Horticulture, Resources Management, Landscape Horticulture or Architecture, Landscape Management, or a related field. Considerable (3 - 5 years) experience in the maintenance and repair of parks facilities, recreation areas, large outdoor athletic complexes, and/or commercial aquatic (pool) complexes; **OR** considerable (3 - 5 years) experience in service contract administration, monitoring, or inspection involving parks maintenance (landscaping, janitorial, lighting, etc.); including one year of supervisory or lead experience.

**Special Requirements.** Must possess a valid Class D 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 Code of Federal Regulations (CFR) 1910.134 by hire or promotion date and must maintain certification (*Aquatics Maintenance and Athletic Fields; Parks and Basins; and Riverview, Hohokam and Fitch Assignments*). Must possess certification as a Pest Management Professional from Arizona's Pest Management Division in the categories of C-Ornamental and Turf, E-Aquatics, F-Right-of-Way, and G-Industrial/Institutional/Structural Pest within six months of hire date (*Aquatics Maintenance and Athletic Fields; and Riverview, Hohokam, and Fitch Assignment*). Must obtain a Certified Pool Operator (CPO) certification within six months of hire or promotion date (*Aquatics Maintenance and Athletic Fields Assignment*). Must obtain a certification as a Certified Playground Safety Inspector (CPSI) from the National Recreation and Park Association (NRPA) within one year of hire or promotion date (*Parks and Basins Assignment*). Must complete Department of Transportation (DOT) Reasonable Suspicion Training for supervisors within 30 days of supervisory assignment of DOT safety sensitive employees.

**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). Possess an Aquatics Facility Operator certification.

## **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 Management), 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/aquatics 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, 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 Class D 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 special maintenance and repair, contract administration, ball field preparation and maintenance, aquatics facilities maintenance and repair, parks equipment operation, parks equipment service and repair, and park 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. Assists in the preparation of CIP requests and budget requirements for assigned areas.

**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 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 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 methods, practices, tools, equipment, and materials used in installing and repairing irrigation and sprinkler systems;  
techniques used in planning and goal setting;  
management procedures and techniques;  
the principles and practices of service contract monitoring and administration;  
contracts, terms and conditions, requirements, and compliance practices;  
landscape maintenance practices and procedures;  
primary aspects of facilities, custodial, pest control, and grounds maintenance;  
estimating practices and current labor and material costs;  
the materials, manpower, and equipment needed to complete projects;  
the procedures utilized by the City in preparing, bidding, and awarding service and maintenance contracts;  
billing practices, invoice procedures, and retention requirements;  
the accounting procedures and forms used in processing payments for contracted services;  
forecasting and budget projection and preparation principles and practices;  
basic employee training practices and procedures;  
the principles and practices of employee supervision;  
the principles of continuous quality improvement;  
occupational hazards and safety procedures associated with mechanical maintenance, chlorine gas;  
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;  
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.

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;  
establish and maintain effective working relationships with those supervised, management, the general public, and other City departments;  
prepare, authorize, and monitor compliance work, quality control, and maintenance of all parks and basin landscape contracts;  
oversee all parks landscape functions;  
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;  
establish and maintain effective working relationships with coworkers, management, and the general public;  
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; and  
oversee all parks, athletic, and grounds maintenance functions.

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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MZ/js/ah

CS4901.DOCX

EEO-S/M

JOB FCTN-TRA

Non-DOT Safety and Security-N

CDL-N

RESP-Y (*By Assignment*)

PAY GRADE: 54

IND-9102

SWORN-N

Non-DOT Random-N

DOT-N

INCREMENTS 61-200