



City of Phoenix PARK MANAGER

JOB CODE 40420

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to apply park and recreation principles and philosophy to programming supervisory and management needs at a District park or recreational facility such as Heritage Square, Encanto Park, Papago Park or South Mountain Park. Supervision is exercised over Recreation Coordinators, Parks Foremen, Park Rangers, Groundskeepers and Building Maintenance Workers. Work is performed independently with general review from a Parks and Recreation District Administrator.

ESSENTIAL FUNCTIONS:

- Supervises employees involved in the maintenance and recreational services at a major park or recreational facility.
- Inspects parks and park facilities to ensure proper care and maintenance of property, and make recommendations regarding needed improvements or measures necessary to protect the natural environment.
- Oversees the service and repair of public buildings, picnic areas, roads, hiking and riding trails, fireplaces and fences.
- Works directly with the Police Department to control violence and vandalism.
- Works with appropriate personnel in other sections and departments and outside contractors regarding major maintenance and development of buildings, water systems, roadways or other facilities.
- Keeps records and prepares written reports, job cost estimates and budget information.
- Works with neighborhood and community groups on matters of civic and park and recreational interest.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:

Knowledge of:



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- Philosophy and objectives of municipal recreation and the methods involved in organizing, conducting and supervising a program of recreational activities.
- Leadership styles and skills.
- Requirements and problems associated with District park operations.
- Knowledge of natural resource management principles.
- Knowledge of rules, regulations, ordinances and statutes pertaining to parks.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Understand community social conditions.
- Solve disciplinary problems.
- Communicate orally in the English language with customers, clients or the public using a telephone or in a face-to-face, one-to-one or group setting.
- Comprehend and make inferences from written material.
- Learn job-related material primarily through oral instruction and observation. This learning takes place mainly in an on-the-job setting.
- Produce written documentation in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of supervisory experience in skilled parks maintenance with at least two years at a second line supervisory/foreman level or three years of full-time professional experience in recreation or in one or more areas of specialization and a bachelor's degree in recreation, leisure studies, outdoor recreation, or other activity applicable to the designated specialty. Other combinations of experience and education which meet the minimum qualifications may be substituted.