



City of Phoenix

PARKS SPECIAL OPERATIONS SUPERVISOR

JOB CODE 40460

Effective Date: 04/98

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to direct and administer the Citywide Forestry, Horticultural and Specialized Maintenance Service Sections and the Prisoner Work Alternative Program, Phoenix Urban Forestry programs, Pool Maintenance, softball complex maintenance, Water Conservation service activities, and other projects as assigned. The Parks Special Operations Supervisor supervises a Parks Special Maintenance Supervisor, Forestry Supervisor, Horticulturist, Water Resource Specialist, and Parks Foreman II. The Special Operations Supervisor works independently under the general direction of the Parks and Recreation Administrator. Performance is evaluated through reports and results obtained.

ESSENTIAL FUNCTIONS:

- Supervises and reviews the work of section supervisors responsible for the completion of service requests.
- Supervises the department's emergency response program.
- Supervises the department's pollution prevention (P2) program.
- Collects, compiles and interprets unit production and cost statistics and prepares preliminary budget estimates.
- Inspects and evaluates the work performed by and effectiveness of the Special Operations sections or programs and recommends productivity improvements.
- Establishes effective prioritizing systems to evaluate Department requests for Citywide services.
- Maintains records and prepares reports.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Principles, methods, materials, and policies applicable to parks maintenance and repair work.
- Practices and methods of developing and maintaining pools, athletic fields, and parks.
- Operation, repair, and maintenance of parks equipment and facilities.



City of Phoenix

- Evaluation techniques for specialized work areas.
- Principles and practices of pollution prevention (P2) and hazardous materials management.
- Principles and practices of supervision and personnel administration.

Ability To:

- Perform a broad range of supervisory responsibilities over others.
- Interpret department policies to employees, the employee associations, and the public.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Estimates job, labor, or material costs from blueprints or work plans.
- Communicate in the English language by phone or in person in a group or one-to-one setting.
- Comprehend or make inferences from written material.
- Travel across rough, uneven, or rocky surfaces.
- Work in a variety of weather conditions with exposure to the elements.
- Work cooperatively with the public and other City employees.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- This position requires 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 does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

A bachelor's degree in park management, public administration or a related field and four years of supervisory experience in park maintenance. Other combinations of experience and education that meet the minimum requirements may be substituted.