



City of Phoenix

Parks Supervisor

Job Code:	40430	Job Function:	Parks and Recreation
Salary Plan:	001	Grade:	060
FLSA:	Exempt	Labor Assign:	ASPTA
Benefit Cat:	007	EEO-4:	Professionals
SOC:	11-9072.00	Last Revision:	January 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to supervise the work performed in the care and maintenance of parks, special facilities, parkways, medians, gardens and municipal building areas within an assigned geographic area of the City or supplement District activities by supervising the Citywide activities of the Work Alternative Program, Aquatic Maintenance Coordinator, and Special Trucking projects involving the hauling and picking up of equipment or materials.

DISTINGUISHING FEATURES OF THE CLASS:

This class differs from the Parks Foreman II due to the broader range of responsibility over specialized maintenance operations or over an entire geographic district.

SUPERVISION RECEIVED/GIVEN:

Supervision is exercised over two or more Parks Foremen II and a combined crew of Parks Foremen I, Gardeners, Equipment Operators, Groundkeepers, Semiskilled Workers, Trades Helpers, Building Maintenance Workers, and Parks Equipment Mechanics. The Parks Supervisor works independently, under the direction of a Parks and Recreation District Administrator or Special Operations Supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

Supervises the work of crews engaged in the planting, care, and maintenance of lawns, shrubs, flowers, flora, fauna, perennials, and annuals.

- Oversees various building maintenance and/or pool maintenance activities and coordinates with other division personnel regarding major maintenance projects within the district.
- Inspects parks and associated facilities to ensure proper care and maintenance, and makes recommendations for improvements.
- Collects, evaluates, and analyzes data and writes reports.
- Estimates material and labor cost figures for park construction and maintenance.
- Requisitions materials, supplies, and equipment needed for the maintenance of assigned park facilities.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.



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- 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 AND ABILITIES:

Knowledge of:

- Principles and practices of supervision and personnel administration.
- Parks maintenance, operation, and management.
- Flower, shrub and grass planting, pruning, cultivating, fertilizing, watering, and other aspects of plant propagation and care.
- Skills required in the building trades.
- Budgeting and control.
- Occupational hazards and safety precautions.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate in the English language by phone or in person in a group or one to-one setting.
- Learn job-related material primarily by making inferences from written materials and through structured lecture.
- Monitor capital improvement projects to ensure the district's/ department's concerns and standards are met.
- Read and interpret blueprints and layouts used to estimate material and labor cost.
- Travel across rough, uneven, or rocky surfaces.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work in a variety of weather conditions with exposure to the elements.
- Work cooperatively with the general public and other City employees.
- 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 or marginal functions depending upon work assignment, location, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of supervisory experience in parks maintenance, including three years of experience as a second-line supervisor (or three years of supervisory experience in parks maintenance work at the level of Parks Foreman II). Other combinations of experience and education that meet the minimum requirements may be substituted.