



Town of Oro Valley Classification Description

Title: **PARKS MAINTENANCE SUPERVISOR** Department: Parks & Recreation
Job Code: 2432 Salary Grade: 111
FLSA Status: Exempt

POSITION SUMMARY:

Under the general supervision of the Parks Superintendent, supervises all Parks Maintenance Division staff in the day-to-day maintenance of all Town of Oro Valley park facilities, assets, and landscaped areas.

ESSENTIAL JOB FUNCTIONS:

- A. With direction from the Parks Superintendent, exercises supervisory control and responsibility for all parks maintenance staff.
- B. Meets on a regular basis with the Parks Superintendent to discuss any pertinent issues, review stated goals and the general state of the parks.
- C. Plans, schedules, directs, and reviews the work of assigned parks maintenance staff.
- D. Works directly with all parks maintenance staff to determine daily and weekly operational goals for their respective responsibilities.
- E. Estimates, orders, and schedules supplies and equipment necessary to complete the work in accordance with the Town of Oro Valley's finance department requirements and procedures. Maintains accurate inventory records and ensures internal control of resources.
- F. Resolves complaints or problems regarding the maintenance of parks and other assigned facilities. Provides a continual process of service and maintenance improvement.
- G. Prepares the annual budget in conjunction with the Parks Superintendent and monitors operating budgets. Proposes facility improvements and capital equipment and participates in long-range development.
- H. Completes employee performance evaluations.
- I. Promotes the goals and objectives of the Parks & Recreation Department through public contact.
- J. Establishes a professional, courteous and respectful relationship with park patrons.
- K. Performs technically skilled work in the cultivation of grass, trees, and other plants, and in the control of fungi, weeds, insects, and rodents.
- L. Operates hand tools, power tools, vehicles and other machinery related to park maintenance.
- M. Monitors parks and other facilities to identify and correct safety hazards or concerns. Initiates preventive maintenance.

- N. Operates a personal computer to produce and distribute correspondence, prepare necessary reports, documents, purchase requisitions, financial data, databases, etc.
- O. Serves as the Parks Maintenance Division liaison on the Town of Oro Valley Loss Control Committee and holds timely and regularly scheduled safety meetings with all the Parks Maintenance Division staff.
- P. Insures Parks Maintenance Division staff follow maintenance guidelines and standards as well as all Town of Oro Valley policies and procedures.
- Q. Reviews all field and Ramada reservations as well as any upcoming special events and communicates need to park maintenance team.
- R. Meets with the Park Monitors on a regular basis to provide specific information, provide insights into their daily routines and to listen to their specific procedural or park patron experiences.
- S. Establishes a professional relationship with vendors to insure contract compliance and that the vendor's performance is up to Town of Oro Valley's codes and standards.
- T. Performs other duties as assigned.
- U. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of park maintenance and beautification methods and techniques.
- Knowledge of occupational hazards and safety guidelines.
- Knowledge of all aspects of grounds maintenance to include irrigation, sports field maintenance, landscape maintenance, playground maintenance and building maintenance.
- Skill in managing and supervising staff.
- Skill in prioritizing and monitoring park maintenance activities.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Ability to pass NRPA's Certified Playground Safety Inspector program.
- Ability to operate machinery and power tools.
- Ability to work independently with little direct supervision.
- Ability to meet deadlines and manage multiple tasks.

MINIMUM QUALIFICATIONS:

- Associate's degree in parks management, horticulture, resources management, landscape horticulture or related field;
- Two years of supervisory experience;
- Five years of experience in landscaping, irrigation, turf landscape management, repair of parks, large outdoor athletic complexes, or construction and facilities maintenance facilities;
- **OR**, an equivalent combination of education and experience.
- Must possess at time of employment and maintain an Arizona driver's license.

- Must possess or be able to acquire a Certified Pesticide Applicator license for the State of Arizona.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Majority of work is performed in an outdoor environment.