



City of Tempe

PARKS MANAGER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	019	<i>FLSA Status:</i>	Exempt
<i>Department / Division:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$82,984
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$112,028
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Supervisor
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives direction from the Deputy Community Services Director – Parks and Recreation or from other supervisory or management staff.

Exercises direct supervision over professional, technical, clerical and maintenance staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Equivalent to three years of full-time, increasingly responsible experience in the administration of parks and golf course maintenance programs or a directly related field plus two years of supervisory experience.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in park management, public or business administration or a degree related to the core functions of the position.
<i>License / Certification:</i>	Must possess and maintain a valid driver's license.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of the Parks Services Section of the Parks and Recreation Division of the Community Services Department, including direct leadership over maintenance activities of parks, golf courses, cemetery and major league spring training stadium; to coordinate parks activities with other divisions and departments; and to provide highly complex staff assistance to the Deputy Community Services Director – Parks and Recreation.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, plan and implement section-level goals and objectives in concert with division and department goals and objectives; develop and administer policies and procedures;
- Develop work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
- Develop and administer the section's budget; direct the forecast of funds, staffing needs, revenues, equipment, materials and supplies; monitor and approve expenditures;
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service;
- Facilitate the provision of the highest level of quality customer service. Respond to and resolve difficult and sensitive inquiries, complaints and requests for services from citizens in an open and creative manner.
- Manage, direct and organize a diverse and proactive program of services including park maintenance, golf course maintenance and operations, stadium and cemetery maintenance;
- Oversee the parks asset management plan and development of the capital improvement project plan;
- Act as point of contact for Parks Section capital improvement projects; manage the planning, design, construction and procurement activities in conjunction with other City divisions and departments; facilitate public outreach related to capital projects;
- Coordinate parks maintenance activities with other City departments, Community Services divisions and sections, outside agencies and neighborhood organizations;
- Develop, negotiate and administer contracts with outside consultants ;
- Oversee preventative maintenance planning and implementation, following generally accepted industry standards;
- Develop and review specifications for the purchase of new equipment and supplies; participate in evaluating bids from vendors;
- Establish and monitor complete, accurate and accountable control for tools, equipment and supplies;
- Prepare concise, clear and accurate reports to City Council, commissions, committees and boards;
- Ensure adherence to established safety procedures; monitor facility safety preparedness, work environment, use of safety equipment, and employee safety training;
- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to workgroup procedures and policies;

- Provide leadership to employees in team building, responsible decision making and problem solving;
- Exercise independent judgement in accomplishing the work of the section;
- Assist in the development and review of best management practices, regulations, policies and procedures which impact organizational performance and supervise the application of such practices to increase safety, efficiency, public relations and service;
- Exercise sound management techniques and labor relations practices;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Perform related duties as assigned;
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 2010

Revised February 2016 (update essential functions and min. quals)

Revised March 2019 (PW Reorg – Moved to Community Services)