



# City of Tempe

## PARKS FACILITIES MAINTENANCE TEAM LEADER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	648	<i>Department</i>	Community Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Parks Maintenance Technician I/II+
<i>Safety Sensitive / Drug Screen</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

REPORTING RELATIONSHIPS
Receives general supervision from supervisory or other management staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Four (4) years of tradesperson experience working in parks facility maintenance, or journey level experience in one (1) or more trades including electrical, plumbing, or building trades. <i>A Tradesperson is defined as a worker fully skilled in a specific trade or trades with the ability to perform the full range of the trade-specific duties unassisted.</i>
<i>Education:</i>	Equivalent to the completion of an apprentice program, completion of a two (2) year trade school program, completion of two (2) years specialized on the job training, or college degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver’s license.</li> <li>● Possession of, or required to obtain a Department of Transportation Medical Certification within six (6) months of hire.</li> </ul>

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, vision, and values. To lead and participate in the work of Parks maintenance staff; coordinate related activities and projects; and to identify, analyze and resolve problems related to daily operations and maintenance.

### 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.

- Lead Parks Asset Management preventative maintenance program.
- Lead special projects such as the installation and/or replacement of park furnishings, playground equipment, drinking fountains, electrical infrastructure, etc.
- Coordinate and track progress of monthly park playground inspections and file documents accordingly.
- Assist with plan review and oversight of park construction projects.
- Assist with implementation and coordination of procurement contracts.
- Assist with preparing scope of work and guidelines for vendor assigned jobs; assist with scheduling and coordination of vendor assigned jobs; monitor the work of vendors and inspect the completion of vendor assigned jobs.
- Assist in the implementation of organizational goals and objectives and implementation of policies and procedures.
- Assist with the training and evaluation of team members; prepare payroll, procurement records and other personnel related documents.
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency and City of Tempe (COT) Risk Management.
- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required.
- Assist with oversight and planning of the annual operating budget and expenditures.
- Assist with the Capitol Improvement Project (CIP) planning, development, and budgets.
- Regularly inspect and evaluate operations and activities in assigned areas of responsibility; coordinate and assist in the implementation of equipment for needed maintenance, repairs and preventative maintenance and take corrective action.
- Provide input to a daily work plan based on changing conditions and priorities; inform staff of process changes and adjustments as required to meet variable conditions.
- Assist with and participate in safety programs as required by Occupational Safety and Health Administration (OSHA) including job hazard assessments, training, use of proper personal protective equipment and Safety Data Sheet (SDS) documentation; assist and coordinate other training programs and encourage compliance with existing training and/or certification requirements; facilitate cross training between various skills/trades.
- Operate equipment as required utilizing proper safety precautions related to all work performed.
- Perform all duties as assigned to the Parks Facility Maintenance Worker I/II+.
- Perform other related duties as assigned.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<i>Effective February 2024</i>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Parks Facilities Maintenance Team Leader**

**Job Code: 648**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit		X		
Stationary / Stand		X		
Move / Traverse			X	
Machinery*		X		
Electrical*		X		
Power Tools*			X	
Hand Tools*			X	
Personal Protective Equipment*		X		
Respirator*		X		
Airborne Chemical Exposure		X		
Airborne Biological Exposure		X		
Computer Software		X		
Physically handling of chemicals		X		
Indoors		X		
Outdoors			X	
Around, in or on water			X	
Extreme Heat			X	
Extreme Cold			X	
Office Setting		X		
Confined Spaces	X			
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid or bloodborne pathogen exposure		X		
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl		X		
Above Shoulder Level		X		
Below Shoulder Level		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders		X		
Neck Range of Motion		X		
Traverse Uneven Surface		X		
Traverse Even Surface		X		

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs			26-50lbs		
51-75lbs	X	X	51-75lbs	X	X
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> <li>- May travel to and from meetings and various locations.</li> <li>- Majority of time spent indoors in an office setting with the possibility of assisting with outdoors work to support the functions of the overall team.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**