

South Jordan City

Job Description

Title: Parks Event Support Supervisor
Org: 100540
Pay Grade: M05

Effective Date: 4/16/2025
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Under general supervision, the Event Support Supervisor plans, assigns, supervises, reviews and participates in the preparation and removal for all City events. Assist with construction, installation, maintenance, upkeep, beautification and repair of parks buildings, cemetery, trails, parks grounds, urban forest, natural undeveloped open spaces, and general environs.

SUPERVISOR

Parks Manager

POSITION(S) SUPERVISED

Parks Maintenance Worker
Seasonal Parks Maintenance Worker

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave. This position has been determined to be not eligible for remote work because all or a majority of the essential job duties must be performed onsite.

Coordinate and schedule all Public Works event support for city events, including scheduling employees, arranging for the appropriate materials and equipment, and ensuring all support needs are met.

Provide assistance with preparation and removal of equipment for all City events.

Coordinate with Recreation staff on future events and setup\take down for the events.

May be assigned to lead general maintenance crews, recreation/facility maintenance crews, or urban forest and open space crews.

Schedule work for crews depending on work priorities, crew and equipment availability, and weather conditions.

Train, mentor, supervise, and assist parks maintenance workers in performing their job duties. Observe and actively participate in work zone safety procedures and follow safety principles when operating vehicles and equipment to reduce/eliminate accidents and injury.

Assist in scheduling, rating applications, and interviewing positions supervised.

Conduct performance evaluations of supervised employees in accordance with the human resources policies and procedures of the city.

Monitor project activities to ensure that instructions are followed, deadlines are met, and schedules are maintained.

Inspect completed work to ensure conformance to specifications, standards, and contracts.

Establish and train workers in operating procedures and work standards that will ensure adequate performance and personal safety.

Order the performance of corrective work when problems occur, and recommend procedural changes to avoid such problems.

Inventory supplies of tools, equipment, and materials to ensure that sufficient supplies are available and items are in usable condition.

Confer with supervisors to coordinate work activities with those of other departments or units.

Compensated on-call rotations as assigned. Must remain available for phone contact and respond to work site within one (1) hour of notification and be in compliance with the City's Drug & Alcohol policies.

Subject to uncompensated stand-by by rotation for a given event, such as a pending snowstorm event or response to a natural disaster. Must remain in compliance with the City's Drug & Alcohol policies.

Employee shall live no more than 30 miles from the South Jordan City border and have the ability to travel from their place of residence to the South Jordan City Public Works building in no more than 45 minutes time.

Could be required to work during events, including nights and weekends.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. Two (2) years of experience in a field related to the above duties

2. Special Qualifications:

Valid Utah Class D Driver License

Supervisory experience preferred

Maintain all Parks Maintenance Worker I and II certifications

Must obtain the following level III certifications within one year of hire/promotion:

Excavator I Certification

Excel & Outlook Training Certificate

Pick One of the Following From Below

Master Gardner Certificate

CPSI Certification

Rainbird IQ Certification

Certification through the International Society of Arboriculture (ISA) as a Certified Arborist or certification through the National Recreation & Parks Association (NRPA) as a Certified Playground Safety Inspector (CPSI) may be required by supervisor for specific lead worker assignments, or the ability to obtain within one (1) year.

3. Knowledge, Skills and Abilities:

Knowledge of maintenance equipment such as backhoe, loader, dump truck, mowers, tractor, power over seeders, top dressers, aerators, welders, trimmers etc.; landscape and sprinkler design, operate sprinkler timers and IQ system; flow pumps; hazards and related safety precautions associated with equipment operations; herbicides, fungicides, insecticides, and pesticides, and proper application of the same; turf management.

Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Ability to communicate information and ideas both verbally and in writing so that others will understand.

Ability to effectively apply chemicals for the abatement and eradication of noxious weeds and insects.

Ability to develop effective working relationships with supervisor, subordinates, and the public. Motivate, develop, and direct people as they work, identifying the best people for the job.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, and critical thinking.

Daily exposure to weather extremes and seasonal conditions (above 90 F degrees and below 32 F degrees), rain, and snow. Daily exposure to tasks that require protective gear such as safety shoes, protective eye wear, gloves, hard hats, and hearing protection.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

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| Job Class: | Parks Supervisor | EEO-4 Class: | Service/Maintenance |
| Location: | Parks | EEOP Class: | Service/Maintenance |
| Group/BU: | Public Works Step Plan | Tech-Net Match: | 1994 |