

**CITY OF CHATTANOOGA**  
**Classification Specification Title: Supervisor Public Parks Programs**

**Department: Risk Management**

**Pay Grade: GS.12**

**Supervision Received From: Deputy Administrator**

**FLSA Status: Exempt**

**Supervisory Responsibility For: Crew Worker 2**

**Established: 9/17/24**

**Revision Dates: 6/27/25;  
4/4/25**

**CLASSIFICATION SUMMARY:**

The Supervisor Public Parks Programs primary responsibility is to serve as the safety and risk management lead for the Parks & Outdoor Department. This includes working in collaboration with colleagues across the City, as well as with public, private, and nonprofit partners in community efforts around employee and public safety across the Chattanooga park system. The incumbent will oversee the goal of fostering a safe park experience for guests and staff alike by working across the entire Department of Parks & Outdoors system. The position will supervise the deployment of all safety and risk management functions to serve Parks & Outdoors employees and guests. The position will be the lead DPO contact for internal and external partners, law enforcement, or regulatory agencies. including City law enforcement, private security, and social service outreach. Duties include developing and updating employee and public safety plans, evaluating industry leading employee public safety policies, protocols, and procedures to learn from, steering risk management assessments, and serving as primary on-call for incident and emergency response for the organization.

**SERIES LEVEL:** This is a stand-alone position.

**ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Maintain and evaluate the integrity of DPO Risk Management Plans, policies, and procedures – continually assessing for equitable outcomes and incorporating staff and community suggested improvements.

Supervises, directs, and evaluates assigned staff, processes employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals.

Involved with park system security detail for daily operations and larger events in close collaboration with City partners and security contractors.

Build and maintain key relationships at City, County, and Private organizations to ensure parks employees and visitors are safe.

Serve as an information conduit between the Risk Management Department and Parks & Outdoors employees, regulatory agencies, and public

Develop, implement, and continually assess safety and risk related plans, training, and protocols.

Conduct all mandatory and suggested training as required by regulatory standards or Risk Management department direction. This includes the tracking of employee attendance, understanding of the material and ability to apply the material in their roles.

Investigate all job injuries and job related accidents to include a root cause analysis, final report, corrective actions, and that all safety and risk hazards are eliminated/mitigated.

Assist and be lead DPO staff member for emergency management response efforts within the park system.

Support maintenance and adherence to all safety standards and training and protocols for park staff and contractors.

Develop and implement security, safety, and risk management policies, protocols and procedures.

Lead all investigation processes from first contact through completion for all work-related and citizen injuries occurring in Parks and Outdoors Department.

Determine and track measures of employee and public, safety and risk data, to measure success of programs and activities and adaptively manage security recommendations based on data.

Control budgets for Safety program expenses.

Support department leadership in the development of their budgets to include necessary safety program implementation and support.

Create reports for safety and risk management on training, and post-event summaries.

Develop and lead a department safety and risk committee, to meet monthly at the direction of the Risk Management Department.

Be able to work outdoors in all weather conditions as an on-site, uniformed park safety presence as needed.

Maintain Certification as the City's Certified Playground Safety Inspector and manage the ongoing playground safety program.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, residents, and guests.

Must accomplish the essential functions of the job, with or without reasonable accommodation, in a timely manner.

Weekend/holiday work schedules may be required for large events

This position is deemed essential during inclement weather situations, and must report to or remain at work, even when administrative closings are announced, or determined by the Department head.

Performs other duties as assigned.

## **DEPARTMENT SPECIFIC DUTIES**

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in public safety, park operations, or equivalent experience that is a combination of education, training, and field work in public safety across public spaces. Must pass City of Chattanooga and State of Tennessee Public Safety background check requirements.

Bilingual preferred.

### **LICENSING AND CERTIFICATIONS:**

Valid Class D Driver's License. Ability to secure license as a Certified Playground Safety Inspector and complete FEMA EMI G training and coursework.

### **KNOWLEDGE AND SKILLS:**

Ability to handle sensitive information in a confidential manner and to tactfully handle stressful situations and to negotiate and resolve conflicts, while observing organizational protocol; be innovative and resourceful problem-solver, eager to take initiative to handle requests and resolve issues quickly with minimal supervision; work collegially as a member of a team and help ensure coordinated, integrated, and efficient workflow.

Knowledge and understanding of a range of diverse cultural differences and the ability to work effectively with people from a range of social, ethnic, and cultural backgrounds in public park settings; public safety procedures, security protocols, emergency management, and managing challenges with populations experiencing homelessness.

Skilled in emergency response planning; written, interpersonal, and public-speaking including de-escalation and conflict resolution abilities.

**PHYSICAL DEMANDS:**

Positions in this class require standing, jogging, walking, grasping, talking, hearing, seeing, lifting, and excellent situational awareness and observational skills in all weather conditions.

**WORK ENVIRONMENT:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to moving mechanical parts, vibrations, large crowds, remote and isolated locations, loud noises, vibrations, fumes, odors, dust, oils, extreme temperature, and infectious diseases.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: Y

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.