



**City of Milford**  
**Parks & Recreation Coordinator**  
Pay Grade: G04

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**Employment Status:** Full-Time

**FLSA Status:** Non- Exempt

**Experience Required:** 2 years of experience in parks maintenance and supervision; NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Possession and retention of a valid Delaware vehicle operator's license is required. Must pass pre-employment testing for substance abuse, criminal background, and motor vehicle driver's license history. Background re-check completed every 2 years. Safety sensitive positions may be subject to random drug and alcohol testing according to City policy.

**Minimum Education Requirements:** High School diploma or equivalent

**Direct Supervisor:** Park Superintendent

**Supervisory Responsibility:** Indirectly supervise a small group of people.

**Primary Work Location:** Parks, Forests, and Recreation Facilities

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**Job Summary:** Responsible for assisting, directing and supervising temporary service personnel in the operation and maintenance of City parks, cemeteries, grounds and recreation facilities used by the City, under the direction of the Park Superintendent.

The Parks & Recreation Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Parks & Recreation Coordinator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

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**Supervision Received:** Work is performed under the general supervision of the Park Superintendent.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Assist Park Superintendent in daily operation and maintenance activities of the City park system, cemeteries, grounds and recreation facilities, including winter maintenance of facilities (snow removal) and installation of Christmas lights and decorations.
- B. Daily operation and maintenance of grass cutting and other grounds maintenance equipment.
- C. Maintains lawn care and park equipment.
- D. Supervise temporary service personnel and other personnel assigned to specific areas and tasks.
- E. Must be available to work weekends and after hours for festivals, events and weather-related events as required.
- F. Performs other duties, within City departments, as assigned by management.

**Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment:**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**



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- Maintenance and repair procedures of park and forestry equipment and grounds
- First aid and use of radio equipment

**Skills**

- Supervisory
- Oral and written communication

**Abilities**

- Secure and apply general construction repair methods, safe and proper utilization of tools, material and equipment.
- Understand, abide and enforce all safety rules.
- Interact positively with the public.



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**Signatures / Date**

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my positions. I would like to have a second review of the job description with my manager and human resources.

Department Director:

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Employee:

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Human Resources Administrator:

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