



City of Milford  
Parks Maintenance Coordinator  
Pay Grade: 4

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**Employment Status:** Full-Time

**FLSA Status:** Non- Exempt

**Experience Required:** Two (2) years' 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. Subject to random drug and alcohol testing according to City policy.

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

**Direct Supervisor:** Parks Superintendent

**Supervisory Responsibility:** Seasonal/temporary personnel

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

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**Job Summary:** The Parks Maintenance Coordinator assists, directs, and supervises temporary service personnel in the operation and maintenance of City parks, cemeteries, grounds, and recreation facilities. This role is carried out under the direction of the Parks Superintendent.

The Parks Maintenance 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 Maintenance 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 Parks Superintendent.

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

- **Parks Operations & Maintenance Support:** Assists the Parks Superintendent in the daily operation and maintenance of the City's park system, cemeteries, grounds, and recreation facilities, including winter maintenance (e.g., snow removal) and the installation of holiday lights and decorations.
- **Grounds Equipment Operation:** Operates and maintains grass-cutting and other grounds maintenance equipment daily.
- **Lawn & Equipment Maintenance:** Maintains lawn care and park equipment to ensure proper functioning.
- **Personnel Supervision:** Supervises seasonal, temporary, and other personnel assigned to specific tasks and areas.
- **Event & Emergency Support:** Remains available to work weekends and after-hours for festivals, events, and weather-related incidents.
- **Other Duties:** Performs additional tasks 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:



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**Knowledge**

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

**Skills**

- Supervisory
- Oral and written.

**Abilities**

- Secure and apply general construction repair methods, safe and proper utilization of tools, material, and equipment.
  - Understands, abide, and enforces all safety rules.
  - Interacts 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 position. 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 Director:

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