



**City of Milford**  
**Parks Superintendent**  
 Pay Grade: 9

**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** A minimum of five (5) years' experience operation of parks, forests, and facilities. A comparable amount of training and experience may be substituted for the minimum qualifications. NIMS (National Incident Management System) ICS-100, ICS-200 Training; FEMA IS-700 training. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware 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. Maintenance Management Certification is required.

**Minimum Education Requirements:** Bachelor's Degree in Forestry, Parks and Recreation Management, Horticulture, or related field.

**Direct Supervisor:** Parks & Recreation Director

**Supervisory Responsibility:** Small group of employees.

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

**Job Summary:** The Parks Superintendent is responsible for work planning, organization, and management of City parks and grounds operations.

The Park Superintendent 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 Park Superintendent shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability, and responsibility.

**Supervision Received:** Work is performed under the general supervision of the Parks & Recreation Director.

**Essential Job Functions:**

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

- **Staff Leadership & Training:** Directs, supervises, evaluates, and schedules work for assigned parks, urban forestry, and horticulture staff; ensures all personnel are adequately trained to perform essential functions.
- **Program Monitoring & Collaboration:** Monitors and evaluates the quality, responsiveness, efficiency, and effectiveness of urban forestry programs and procedures; collaborates with the Electric Department and other City departments to achieve operational goals.
- **Complaint Resolution & Emergency Response:** Receives and responds to various complaints; provides procedural and policy information; and schedules emergency actions based on complaints.
- **Parks & Facilities Planning:** Assists in planning, organizing, and implementing parks and facilities goals and objectives; contributes to the formulation of division policies and procedures.
- **Maintenance & Development Coordination:** Plans, prioritizes, and implements maintenance, repair, and development activities for parks, trails, athletic fields, cemeteries, parking lots, playgrounds, and facilities; coordinates renovation, construction, and development projects.
- **Parks Management & Inspection:** Manages assigned facilities and ensures their safety, cleanliness, and proper upkeep; inspects park grounds and submits recommendations for upgrades, construction, or renovation.



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- **Special Events Participation:** Participates in the development and implementation of City-wide special events.
- **Administrative & Fiscal Management:** Performs administrative, budget, and accounting duties—including purchasing equipment, materials, and supplies; generates and submits reports and documentation; and maintains receipts and budgetary records.
- **Contract & Service Oversight:** Supervises, inspects, and manages City contracts for tree pruning, tree removals, and landscaping maintenance services.
- **Facilities Evaluation:** Researches and evaluates existing facilities and park grounds to ensure safety, general welfare, and public enjoyment.
- **Public Relations & Community Engagement:** Acts as the City's public liaison by conducting tours of parks and recreation facilities and engaging with civic agencies and community groups.
- **Project Supervision:** Serves as project supervisor for parks projects; collaborates with contractors to ensure safety, cost effectiveness, aesthetics, and compliance with City policies.
- **Seasonal Decoration & Maintenance:** Oversees the planting, watering, and weeding of flowerbeds and hanging baskets City-wide; manages the installation and removal of seasonal banners, signs, decorations, and lights.
- **Interdepartmental Coordination:** Develops positive working relationships with other City staff to coordinate projects and events.
- **Snow Removal Oversight:** Oversees and conducts snow removal from cemeteries, parklands, and assigned parking lots.
- **Professional Development & Community Outreach:** Attends meetings, courses, and seminars to stay informed about current and future City events and to support continuous training.
- **Municipal Forestry:** Serves as Municipal Forester, responsible for planning, pruning, and removing trees in public areas.
- **Other Duties:** Performs related work as assigned by the Parks & Recreation Director.

### 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

- Principles and practices of parks and grounds maintenance, programming development, and administration.
- Parks and facilities development and maintenance for a public government agency.
- Pesticides, herbicides, and their application.
- Equipment and supplies supporting a parks maintenance function.
- General construction repair methods, proper utilization of tools, materials, and equipment.
- Landscape, forestry, building maintenance and construction principles, practices, and their application.
- Project management as it relates to parks, trails, and open space.
- Vehicle and portable radio equipment.

#### Skills

- Meets expectations for quality service and delivery dates with suitable time management.
- Customer service skills and techniques.
- Communicates both verbally and in writing.
- Able to supervise a group of employees.
- Multi-task and work independently.
- Understands and abides by all safety rules.



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- Efficient time management.

**Abilities**

- Operates basic office equipment.
- Manages conflicting requests for service in a diplomatic manner.
- Establishes and maintains effective working relationships with City staff, subordinates, and the general public.
- Ability to lift 50 pounds or more on frequent basis.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Secures and analyzes facts and exercises sound judgement.
- Provides leadership to appear before the public and deal courteously but firm in explaining and enforcing the policies, rules, and regulations.

**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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