



City of Milford  
Public Services Superintendent  
Pay Grade: G12

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum of five years of diverse and responsible experience in municipal operations including at least two years of supervisory experience. Water Sampler Certification. Water Operator Certification. NIMS (National Incident Management System) ICS-100, ICS-200, ICS-300, FEMA IS-700 and FEMA IS-800 training. Possession and retention of a valid motor vehicle operator's license and Class B CDL (Minimum) issued by the State of Delaware is required. Valid Medical Examiner's Certificate is required. Must pass pre-employment testing for substance abuse, criminal background, motor vehicle driver's license history, and a pre-employment physical. Subject to random drug and alcohol testing in accordance with City policy.

**Minimum Education Requirements:** Bachelor's degree in Public Works, Public Administration, Civil Engineering, or related-field preferred or an equivalent combination of education, training, and experience.

**Direct Supervisor:** Public Works Director

**Supervisory Responsibility:** Large group of employees

**Primary Work Location:** In/around/out of the City, with reporting and meetings, at the Public Works Facility.

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**Job Summary:** The Public Services Superintendent is responsible for planning and managing the activities and services of the Solid Waste, Streets and Utilities and Water and Wastewater Divisions through short and long-term planning and implementing solutions in support of City initiatives.

The Public Services 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 Public Services 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.

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**Supervision Received:** Work is performed under the general supervision of the Public Works Director.

**Essential Job Functions:**

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

- A. Directs divisional activities for Solid Waste, Streets and Utilities and Water and Wastewater.
- B. Reviews and determines work priorities and staff assignments through subordinate supervisors.
- C. Reviews and monitors the work performance of subordinate supervisors.
- D. Assesses and monitors workload, identifies opportunities for improvement and implements changes.
- E. Reviews, initiates and monitors safety and training requirements and procedures for personnel and equipment.
- F. Responds to public inquiries and complaints.
- G. Prepares annual operating and capital budgets; develops and supports budget proposals as needed.
- H. Assists with the selection of staff; trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- I. Approves the forecast of funds needed for staffing, equipment, materials and



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supplies.

- J. Prepares clear and concise correspondence and written reports.
- K. Oversees emergency plans and scheduling of work crews for weather-related events and other emergencies impacting the community.
- L. Stays abreast of any new developments in the market in terms of new equipment and technology and better ways to utilize those resources.
- M. Operates water and wastewater systems to comply with State and Federal regulations.
- N. Inspects water and wastewater facilities.
- O. Performs and documents well and sewer readings.
- P. Performs quality checks of water samples.
- Q. Performs preventative maintenance and small repairs at facilities.
- R. Assists with the management, repair, and maintenance of the SCADA system.

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**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**

- Project management and contract administration principles and practices.
- Methods, materials and equipment used in road repair and road construction.
- Principles and practices involved in the design, construction, and operation of domestic and industrial wastewater treatment processes, collections systems, and both surface and subsurface disposal systems; knowledge of physical, chemical, and biological interactions of soils with surface and subsurface water.
- Principles and practices of environmental conservation, ground water management, street and storm drain maintenance, facility maintenance, pavement maintenance and refuse collection.
- SCADA systems

**Skills**

- Time management.
- Multi-tasking.
- Communication- able to understand written and oral communication.

**Abilities**

- Adherence to all applicable Federal and State safety laws, rules and regulations and City safety policies/procedures.
- Compliance with training directives established by supervisory/managerial personnel.
- Ability to delegate, manage, and supervise effectively.
- Ability to lead and motivate others to achieve goals.
- Establish and maintain effective and cooperative working relationships.
- Analyze problems, identify alternative solutions and implement recommendations.
- Operate heavy equipment.



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- 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 humanresources.

Department Director: \_\_\_\_\_

Employee: \_\_\_\_\_

Human Resources Administrator: \_\_\_\_\_