



City of Decatur, Indiana Job Posting Parks and Recreation Superintendent

Department: Parks and Recreation

Reports To: City of Decatur Mayor

Employment Status: Full-Time, Exempt

Position Summary

The Parks Superintendent is responsible for planning, developing, scheduling, and supervising the maintenance and operation of all municipal parks, recreational facilities, grounds, trails, and related equipment. This position oversees parks staff, manages budgets, ensures public safety and facility quality, and supports long-range planning to enhance community recreational amenities.

Essential Duties & Responsibilities

- Directs daily operations of parks, grounds, and facility maintenance.
- Supervises, trains, and evaluates park and recreation personnel.
- Schedules, assigns, and monitors workloads for seasonal and full-time employees.
- Oversees the maintenance and repair of playground equipment, shelters, restrooms, sports fields, landscaping, and trail systems.
- Manages turf care, landscaping, tree care, weed control, irrigation systems, and general beautification.
- Plans and coordinates special projects, park improvements, and community events support.
- Ensures compliance with safety standards, local ordinances, and environmental regulations.
- Develops and maintains annual operating and capital budgets.
- Maintains inventory of supplies, equipment, tools, and fleet.
- Works with contractors, vendors, and service providers as needed.
- Communicates regularly with citizens, community groups, and municipal leadership.
- Responds to emergency situations, service complaints, or facility issues.

Required Qualifications

- High school diploma or GED. Certification or an advanced degree in the field of parks and recreation.
- 3–5 years of park operations, grounds maintenance, or related supervisory experience.
- Knowledge of landscaping, horticulture, turf management, and facility maintenance.
- Experience with equipment such as mowers, tractors, and utility vehicles.
- Valid driver's license.
- Excellent communication, leadership, and organizational skills.

Work Schedule

Primarily Monday–Friday, with some evenings, weekends, and on-call duties for emergencies or events.

Compensation & Benefits

Competitive salary based on qualifications and experience. Full municipal benefits package.

Application Process

Interested applicants should submit a completed City of Decatur application, résumé, cover letter, and references to the City of Decatur, 172 N. 2nd Street, Decatur, IN 46733 or email to applications@cityofdecatur.in.gov. City of Decatur applications can be found on the City's website at www.cityofdecatur.in.gov.

Applications and supporting documentation must be submitted by **4:30 P.M. on Friday, December 5, 2025.**