



# CITY OF MELROSE

## Human Resources Department

**City of Melrose is an Equal Opportunity Employer. Diverse candidates are encouraged to apply.**

In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply. **\*No Residency Requirement\***

**Please send DPW application, found on Employment Site to [mtravers@cityofmelrose.org](mailto:mtravers@cityofmelrose.org) or mail to Matt Travers, Human Resources, Melrose City Hall, 562 Main St., Melrose, MA 02176 by 5/2/24**

**Title:** City Clean-up Laborer  
**Department:** Public Works Department  
**Supervisor:** Sanitation Foreman and Operations Manager  
**Status:** Part Time, Seasonal, 15 Hours per week; schedule may vary  
**Compensation:** \$15.00 per hour

**Summary:** Performs unskilled and skilled manual labor for the Department of Public Works.

**General Duties (Duties are illustrative and not all inclusive):**

- Cleaning, sweeping, and picking up litter and trash on streets, sidewalks, parking lots and other property, including downtown Melrose and other business districts, parks, and municipal grounds.
- Assist with spring and fall cleanup of municipal grounds.
- Responsible for compliance with instructions, safety procedures, conformance with accepted trade practices, and compliance with department policies and laws and regulations as they pertain to the work.
- Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity and discretion in all dealings with customers.
- Contribute to creating a collaborative work culture that appreciates diverse perspectives and approaches matters with flexibility and cultural relevance.
- Conduct other work as directed by the supervisor.

**Qualifications/Experience:**

- No similar past experience required.
- Dependable, flexible, and dedicated to the team.
- Physical strength and endurance.
- Hand-eye coordination and ability to concentrate on tasks.
- Ability to understand and communicate information is essential.
- Ability to fulfill the physical demands described below.
- Ability to work well both with a team and independently.
- Eager to follow oral and written instructions.
- Ability to pay close attention to detail and finish tasks
- Ability to pass a Background check including Fingerprinting and CORI check.
- Excellent interpersonal skills and customer service orientation, ability to provide customer service to co-workers and residents, and the public using tact, proper judgment, courtesy, respect and discretion.

- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.
- The department values adaptability, diverse perspective and the ability to collaborate and appreciate other's viewpoints.
- Must be in compliance with the City's Drug and Alcohol Free Workplace policy.
- Punctual, reliable and regular attendance is required.

**Physical Demands:**

The employee is required to sit, stand, walk, reach, climb, stoop, crouch, twist, taste and smell. The employee is required to hear, feel and talk and speak English. The employee must have close, distance, and peripheral vision, depth perception and the ability to adjust focus. The employee must have full use of both hands, arms and legs. The employee is required to regularly lift heavy objects up to 30 pounds and carry these objects short distances. The employee must have the ability to work safely under difficult work situations performing tasks during inclement weather conditions including high heat and high humidity, freezing temperatures, rain, snow, wind and ice storms.