



# CITY OF MELROSE

## Human Resources Department

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

One of Mayor Brodeur's priorities is advancing diversity, equity, and inclusion in Melrose by cultivating a workforce where diverse perspectives are valued and where every employee can bring their best and most authentic selves to work. Here in Melrose, we are driven by the value of excellence and believe that everyone deserves the best service and access to resources, regardless of their race, gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status, or personal experience. We embrace employees & candidates from these underrepresented groups to help make this vision a reality.

**\*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. Position open until filled.**

**Title:** Laborer  
**Department:** Public Works Department  
**Supervisor:** Foreman and Operations Manager  
**Status:** Full Time, 40 Hours; 7:00 AM to 3:30 PM, M-F, Laborers Local 272, Level S-3  
**Compensation:** Starting rate is \$22.13 per hour. Starting wage will be commensurate with experience. There are comprehensive benefits including Pension, Health Insurance and Paid Time Off with regular opportunities for overtime.

**Summary:** Performs unskilled and skilled manual labor for the Department of Public Works. Will work in all of the Public Works Divisions and may also operate, according to all safety regulations and requirements, cars, small trucks, small power equipment and power tools and other miscellaneous hand tools and equipment.

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

- Lift, carry and throw solid waste, yard waste, recycling and metal goods.
- Mow and maintain grass, shrubs and other landscape features found in municipal open spaces and grounds.
- Perform spring and fall clean-up of municipal grounds.
- Cutting, trimming, removal and maintenance of trees, shrubs, grass and other plantings.
- Assist in maintaining landscape furniture and playground equipment.
- Shovel and level material, dig holes and trenches; assist in installing underground pipe and conduit.
- Clean pipes, basins, manholes and other structures.
- Operate valves, hydrants and water shut offs; assist in locating and marking existing utilities.
- Loading, unloading and moving objects and equipment.
- Cleaning, sweeping, and picking up litter and trash on streets, sidewalks, parking lots and other property.
- Cleaning, sweeping, washing, painting, trash pickup and other duties required in the maintenance of City buildings.
- Removal of snow and ice and spreading sand using manual tools, small power equipment, sidewalk tractors and pickup trucks.
- 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.

- Must be available for mandatory overtime during snow, ice, windstorm, or any other urgent or emergency situation, and for any other public works duties required.
- Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, cultural sensitivity and discretion in all dealings with customers.
- Conduct other work as directed by the supervisor.
- 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.

#### **Qualifications/Experience:**

- One year practical experience as a Laborer preferred.
- 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 get the job done.
- Ability to pass a Background check including Fingerprinting and CORI check.
- Excellent interpersonal skills and customer service orientation, demonstrated experience providing 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.
- Valid and current MA Driver's License and a driving record which proves responsible and lawful driving habits.
- Must be in compliance with the City's Drug and Alcohol Free Workplace policy.
- Punctual, reliable and regular attendance is required.

#### **Physical Demands:**

While performing this job the employee must climb stairs and ladders; enter confined spaces and travel in cramped, elevated and remote locations; and operate power and hand tools, equipment and machinery. 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 60 pounds and carry these objects short distances. The employee must have the ability to work safely under difficult work situations performing heavy laborious tasks and during inclement weather conditions including high heat and high humidity, freezing temperatures, rain, snow, wind and ice storms, and under extended periods of sleep deprivation.