



# CITY OF MELROSE

## Department of Public Works

---

Please send letter of interest and resume to Human Resources at [mtravers@cityofmelrose.org](mailto:mtravers@cityofmelrose.org). Position opened until filled.

**The City of Melrose, MA is an Equal Opportunity Employer. No Residency Requirement.**

*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.*

---

**Title:** Park & Forestry Division Foreman/ Tree Warden  
**Division:** Public Works Department – Parks & Forestry Divisions  
**Supervisor:** Operations Manager  
**Status:** Full Time, 40 hours, Laborers Local 272, Level H-3  
**Compensation:** Starting rate is \$27.37 per hour

**Summary:**

Supervise Parks Division and Forestry Division personnel, equipment, operations, projects and private contractors as directed. Inspect, repair and maintain park and open space infrastructure; perform skilled, semi-skilled and manual labor tasks in the installation, maintenance and care of trees. Qualified candidates must have experience in operating trucks, backhoes, loaders, bucket trucks, chippers, grinders, pumps, mowers, trimmers, power saws, spray equipment and other miscellaneous tools, equipment and machinery. Duties include, but are not limited to:

- Supervise Parks Division and Forestry Division projects and daily assignments.
- Coordinate, supervise, and assist private contractors and vendors.
- Inspect, evaluate, plan and coordinate the maintenance of all Street trees within the City right of way
- Performs statutory duties of the Tree Warden of the City. This includes but not limited to, the posting of trees and attend public hearings for trees requiring removal and ensuring compliance of applicable Massachusetts laws and local ordinances.
- Prune, shape, trim and remove trees, stumps, shrubs and other plant materials; repair limb and trunk fractures; treat, spray and fertilize shrubbery and plant materials as required if necessary.
- Install trees, shrubs, and other materials such as mulch, stone, loam, seed, sod, sand, clay and stone dust.
- Assist in coordination of and supervision and inspection of work completed under the City's Turf Maintenance Contract; Tree Removal and Stump Grinding; Tree Planting Program; and other capital infrastructure improvement projects city wide.
- Assist in developing and the implementation of a periodic maintenance program for park and open space infrastructure such as trees, irrigation systems, park benches, playground equipment, athletic facilities, fencing, netting, etc.

- Perform and supervise in house crews in daily operation, repairs and upgrades of irrigation systems, metering and backflow devices located on city parks, grounds and open spaces;
- Perform and supervise in-house crews and contractors in preparing and maintaining ball diamonds
- Perform and supervise in house crews in placement and execution of athletic field striping;
- Assist with seasonal Public Works programs such as sand barrel placement, winter plow set up; spring and fall clean-up and other projects such as holiday lighting and decorations.
- Performs other work as directed at or below grade as required.
- 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 perspective and approaches matters with flexibility and cultural relevance.

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

- Plan, supervise, coordinate and execute the work assigned and or required; be responsible and accountable for the employees, equipment, materials, work and all duties assigned; and to work with the crew
- Assist Operations Manager in monitoring Parks and Forestry operating budgets adhering to all procurement rules and policies.
- Work cooperatively with and coordinate the work and activities of your division(s) with other public works personnel and divisions; comply with instructions, safety procedures, accepted trade practices, department policies and regulations, and governmental laws and regulations.
- Responsibilities include training; planning, assigning, and directing work; supervising contractors, appraising performance; addressing complaints; resolving problems; and forwarding resolved and unresolved work issues to supervisor.
- Maintain logs of daily and weekly work assignments and other records as may be required; monitor, update and address Division work order requests; enforce safety regulations; maintain crew discipline; inventory and if required, order supplies and equipment; maintain all equipment in good repair with regularly scheduled periodic maintenance; perform other duties as directed by your supervisor.
- Recommend personnel, equipment, materials and support required for the work; contact Dig-Safe and locate underground utilities.
- Communicate with members of the public and city officials; address questions or concerns courteously.
- Assist in the development of and be responsible to implement the winter snow and ice program and Public Works response to any urgent or emergency situation. Will be on 24-hour call and must be available for mandatory overtime work during any urgent or emergency situation or for any other public works duties, including, but not limited to Snow and Ice.

**Qualifications:**

- Combination of education, experience and specialized training demonstrating knowledge of tree planting, trimming and removal; turf grass management, playing field maintenance; safety standards and accepted trade practices. Must possess or ability to obtain MA Pesticide Applicator's License and Certified Arborist's License (MA) or International Society of Arboriculture Certification (ISA)
- Minimum of 5-7 years experience in a supervisory capacity; proven ability to work with, supervise and take responsibility for the work of others and the ability to train others in the skills of your trade.
- Must possess a current, valid and unrestricted Massachusetts Commercial Driver's License and Public Safety Hoisting Engineering License that allows operation of any motor drive equipment or vehicle and must demonstrate sufficient skills and ability to operate all of the public works vehicle types, including the equipment and attachments normally associated with the use of these vehicles in a public works environment.
- Ability to recognize department and division priorities and work cooperatively to support their accomplishment.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally sensitive approach.
- Municipal experience: minimum of 3-5 years in municipal public works environment strongly preferred.
- Ability to pass a Criminal Record Offender Information check and employment verification with E-Verify.

- 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 Requirements**

While performing this job, the employee must climb trees and ladders; enter confined spaces; 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 and climb with hands and feet; stoop, crouch, twist, taste and smell. The employee is required to hear, feel and talk. The employee is required to lift heavy objects and carry heavy objects for short distances. The employee must have close, distance and peripheral vision, depth perception and the ability to adjust focus. The employee must have the ability to work safely under difficult work situations, during inclement weather conditions including rain, snow, wind and ice storms and freezing temperatures; and under extended periods of sleep deprivation.