



## CITY OF MELROSE

## Department of Public Works

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

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

**\*No Residency Requirement\***

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.

**Title:** Working Foreman – Water  
**Department:** Public Works Department – Water Division  
**Supervisor:** Operations Manager and General Foreman  
**Status:** Full Time, 40 Hours; 7:00 AM to 3:30 PM, M-F, Laborers Local 272, K-3  
**Compensation:** Starting wage \$28.56 per hour, commensurate with experience. There are comprehensive benefits including Pension, Health Insurance and Paid Time Off with regular opportunities for overtime.

### **Summary:**

Supervises and works with a group of skilled and semi-skilled personnel at the same and lower skill level, and with laborers, and performs skilled and semi-skilled tasks and work in the water crew of the Water Division of the Melrose Department of Public Works. The work includes the construction, maintenance, repair and operation of water, sewer and drainage systems and appurtenances. Operates cars, trucks, equipment, power tools and equipment, other miscellaneous tools and equipment, and performs manual labor. The working foreman must be skilled in the trade being supervised, and in all cases performs the same type of work as the crew being supervised.

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

- Plan, supervise, coordinate and execute the work assigned and/or required; and responsible and accountable for the men, equipment, materials, work and all duties assigned in regards to installation, maintenance and repairs to the water system; and for compliance with department policies and government regulations pertaining to the work;
- Makes work assignments, enforces safety regulations, maintains discipline, orders supplies and equipment, and reviews the work of the crew assigned both during the progress of the work and at the completion for compliance with instructions and conformance with plans and trade practices.
- Performs skilled manual labor in the construction, installation, maintenance, repair, testing and operation of water and sewer systems and drains, including all appurtenances;
- Assists in monitoring and servicing high pressure water and fire booster stations;
- Posses the ability to install, maintain, replace and test water meters & appurtenances, outside meter reader boxes and back-flow prevention devices;
- Oversees and assists in locating, operating and exercising gate valves and water service shut off;
- Assists outside contractors engaged in water system and water service installation maintenance or repair activities;
- Assists in locating and marking water lines as required;
- Assists in public education and outreach regarding all aspects of the municipal water system;

- Operates vehicles, equipment power and hand tools and other equipment;
- Assists with or may be responsible for maintaining vehicle, including daily cleaning, maintenance and safety checks.
- Coordinates, cooperates, and works with all personnel and supervisors, performing all tasks assigned or required in a complete and workmanlike manner;
- Responds sensitively and constructively to citizen concerns, questions and complaints;
- Performs assigned or required tasks at or below grade;
- 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.
- 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:**

Possess specific skills in the construction, maintenance, repair and operation of water systems and appurtenances such as water gates, hydrants, services, valves, pipes, structures, meters, back-flow devices, pumps and other such items. Possess a working knowledge of the construction, maintenance, repair and operation of sewer and drainage systems. Possess a general knowledge of the materials, methods, practices and equipment used in the construction, maintenance and repair of roadway systems and appurtenances; and of environmental and safety regulations. Must have a demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Must possess a current, valid, and unrestricted Massachusetts Commercial Driver's License and Hoisting Operators License, 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. Must possess valid Distribution Level 2 License from the Massachusetts Board of Drinking Water Certification.

### **Physical Demands:**

The employee must be a team-oriented problem solver. 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. The employee is required to lift heavy objects up to 60 pounds and carry these objects 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 extended periods of sleep deprivation.