



CITY OF MELROSE

Department of Public Works

Please send cover letter and resume to Matt Travers at mtravers@cityofmelrose.org. Position open until filled.

The City of Melrose, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply. 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: Working Foreman – Forestry Division
Department: Public Works – Forestry/Parks Division
Supervisor: Operations Manager & Division Foreman
Status: Full Time (40 Hours per week), with comprehensive benefits
Local 272 Laborers, Level K-3, Starting at \$51,601.68 annually

Summary: The Public Works Department is a service driven organization in an extremely fast paced environment with numerous inquiries in various subject matters from constituents. The Foreman oversees and directs 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 Parks and Forestry Division. Performs skilled and semi-skilled tasks in the installation, repair, maintenance and care of trees, shrubs and other similar materials; includes, but is not limited to, landscaping and maintenance of open space areas including parks, athletic fields and municipal building grounds. Operates cars, trucks, equipment, power tools, crane and lift equipment, chippers and grinders, power saws, spray equipment and other miscellaneous tools and equipment; and performs manual labor. The working foreman must be skilled in the trade being led, and in all cases performs the same type of work as the crew being supervised.

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

- Trim, shape, cut, and remove trees, stumps, shrubs and other plant materials; repair limb or trunk fractures; install and plant trees, shrubs and plant materials; repair roadway grass strips and landscape areas; treat, spray and fertilize trees, shrubbery and plant materials.
- Assist with or oversee special Public Works programs such as sand barrel placement, and other public or private projects such as holiday lighting and decorations.
- Plan, oversee, coordinate and execute the work assigned and/or required; be responsible and accountable for the men, equipment, materials, work and all duties assigned; and to work with the crew.
- Work cooperatively with and coordinate your division work and activities 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;; addressing complaints; resolving problems; and forwarding unresolved work issues to supervisor.

- Maintain logs of daily and weekly work assignments and other records as may be required; adopt and enforce safety regulations; maintain crew discipline; order supplies and equipment; maintain equipment in good repair with regularly scheduled periodic maintenance; perform other duties as directed by supervisor.
- Recommend personnel, equipment, materials, and support required for the work; assist private contractors, inspect work and coordinate with contractors and others; contact Dig-Safe and locate underground utilities.
- Make recommendations on budgets, purchases, safety requirements, and training for your workforce.
- Responsible for opening, closing, maintaining in clean and good condition, and securing the City Yard.
- Address citizen concerns courteously and forward unresolved or difficult situations to supervisor.
- 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.
- Perform other work as directed by the supervisor at or below job level.
- 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:

- Combination of education, experience and specialized training demonstrating considerable knowledge of tree planting, trimming and removal; disease and pest identification, control and maintenance; safety standards and accepted trade practices.
- 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.
- A minimum of 3 -5 years experience in tree cutting, trimming, care and maintenance.
- Must possess a current, valid, and unrestricted Massachusetts Commercial Driver's License and Hoisting License that allows operation of any motor driven 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. A driving record which proves responsible and lawful driving habits.
- State Pesticide license and Arborist license preferred but not required.
- Ability to pass a Criminal Record Offender Information check
- Must be in compliance with the City's Drug and Alcohol free Workplace policy.
- Punctual, reliable and regular attendance is required.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.
- The position requires adaptability, diverse perspectives and the ability to collaborate and appreciate others viewpoints.

Physical Demands: 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 during rain, snow, wind and ice storms and freezing temperatures; and under extended periods of sleep deprivation.