

NOTICE OF VACANCY - PLEASE POST

TITLE: General Foreperson Park Division of Department of Public Services

POSITION STATUS: Full time, non –union position with benefits

SALARY: Up to \$77,000.00 commensurate with experience

JOB SUMMARY:

Supervises and coordinates activities of a number of work crews at various locations engaged in maintaining and repairing park buildings, grounds and recreational areas.

SUPERVISION RECEIVED:

Works under the general direction of the Director of Public Services and in conjunction with the Superintendent of Park and Recreation, who provides policy guidance, priorities, and general project schedules. Work is evaluated through regular meetings and inspections of projects and in terms of overall effectiveness and economy of operations. Exercises considerable judgment in determining work assignment priorities, use of equipment and workforce.

SUPERVISION EXERCISED:

Provides direct supervision of park and open space maintenance employees and seasonal employees. Reviews work of subordinates in progress and on completion for conformance with instructions, timeliness and technical adequacy.

MAJOR DUTIES:

1. Assigns work and equipment to crew leader or Working Foreman(en) on daily basis according to project, equipment or manpower needed. Modifies methods, procedures and priorities to meet changing conditions and determines whether additional equipment or materials are needed to complete projects, consulting with Director, and the Superintendent, as needed, on major changes.
2. Interprets work orders, specifications or other instructions, and explains required procedures to crew. As needed and continuously inspects work in progress for conformance to plans and instructions; checks for employee safety.
3. Supervises and coordinates activities or workforce at many locations working on different projects, which may include, but is not limited to: repairing slides and swings, flooding skating areas, plowing snow from parks, streets and sidewalks, grading baseball fields, building park benches and distribution of tools.
4. Coordinates activities with other City departments, including but not limited to: the Program Manager and the Special Projects Coordinator.
5. Maintains records of all work performed and employee attendance; prepares weekly CitiStat worksheets. Directs the ordering of departmental supplies, tools and materials after authorization by Director or Superintendent.
6. Keeps Director and Superintendent advised of unusual problems or delays. Works with them in planning work priorities and developing details for carrying out projects.
7. May operate equipment or perform laboring duties while instructing and supervising crews.
8. Responsible for assigning and coordinating snow plowing and sanding operations involving Department of Public Services and contractor personnel.

9. Coordinates landscaping contractor work.
10. Responsible for pool maintenance operation including preparation for opening and season end closing.
11. Responsible for the operation of numerous irrigation systems.
12. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Thorough knowledge of methods, materials and equipment used in building maintenance, grounds keeping and recreational programs; considerable knowledge of gardening, fertilizing, spraying, transplanting and trimming techniques; considerable knowledge of hazards and safety practices common to machinery and equipment used in grounds maintenance, snow removal and construction or recreational areas; ability to plan, organize and supervise work of others at various locations; ability to communicate effectively both orally and in writing; ability to maintain records and prepare reports; ability to develop and maintain effective working relationships with subordinates, the public and other departments.

QUALIFICATIONS REQUIRED:

At least 4 years' experience in the maintenance and repair of landscaped grounds, recreation facilities and equipment, including 1 year in a leadsman or supervisory capacity; or an equivalent combination of training and experience which demonstrates possession of the required knowledge, skills and abilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to stand, walk, handle or feel objects, tools or controls, reach with the hands and arms, climb or balance, stoop, kneel, crouch or crawl and talk and hear. The employee must occasionally lift and/or move up to 50 pounds and frequently lift/move up to 25 pounds. Specific vision abilities required by this job include peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Employee is outside frequently, in all types of weather. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate, depending upon the location.

Qualified individuals are encouraged to apply to jobs@salem.com. Position is open until a qualified candidate is selected.

Human Resources Office, 120 Washington Street 4th Floor
Salem, Massachusetts 01970

Lisa B. Cammarata, PHR, Director of Human Resources

DATE: AUGUST 15, 2016

The City of Salem is an EEO/AA Employer.