



## CITY OF MELROSE

## Human Resources

**Only legible fully completed applications with clear copies of all required licenses are considered**  
Application and job description is on [www.cityofmelrose.org](http://www.cityofmelrose.org) Click on Departments, then Human Resources, then Employment page. Mailed applications only: Human Resources, City Hall, 562 Main St., Melrose, MA 02176.

**Title:** Division Foreman – Water & Sewer  
**Department:** Public Works  
**Supervisor:** Operations Manager and Director of Public Works  
**Status:** Full Time, 40 Hours, Level G3, Laborers Local 272  
**Compensation:** Minimum annual salary is \$60,944  
There are comprehensive benefits and regular opportunities for overtime.

The City reimburses the Division Foreman for all costs associated with maintaining State required licenses - Water distribution Level D-3. The City will compensate the Foreman for maintaining Required Licenses in good standing for the prior year with a \$1,000 stipend to be paid in the last payroll of each fiscal year. Additionally, the City will pay all costs associated with renewing job required licenses for driver, operator and foreman positions (CDL, Hoisting).

**Summary:** Performs supervisory tasks for the work crews and work assigned or required in the Divisions; performs skilled and semi-skilled tasks in the construction, installation, repair and maintenance of water, sewer, and drain pipes and appurtenances and other similar materials. Operates trucks, heavy equipment and specialized equipment, power tools and equipment, and other miscellaneous tools and equipment, and performs manual labor. Monitor conditions of and perform installation, maintenance and repair for water lines, hydrants, valves, pumps and pump stations, meters, backflow devices, and other water appurtenances; sewer lines, manholes, pumps and pump stations and other sewer appurtenances; and drainage pipes, manholes, catch basins and other drainage appurtenances; and recommend future maintenance, repair and replacement needs. Locate existing water, sewer and drain systems from department records; coordinate Dig-Safe and other utilities as required to locate other underground lines, wires, and utilities; responsible for the preparation and submission of required reports conforming to City, MWRA, DEP, EPA or other regulatory agencies.

**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 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; appraising performance; addressing complaints; resolving problems; and forwarding unresolved discipline or 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 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; assist private contractors, inspect work and coordinate with contractors and others; contact Dig-Safe and locate underground utilities.
- Make recommendations regarding 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.
- 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.

**Physical Demands:**

While performing this job, the employee must climb 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, 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.

**Qualifications:**

1. Combination of education, experience and specialized training demonstrating considerable knowledge in the construction, repair and maintenance of water, sewer and drainage systems.
2. Minimum of 3 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.
3. Ability to recognize department and division priorities and work cooperatively to support their accomplishment.
4. Working knowledge of current and emerging technologies; and knowledge of environmental and safety regulations.
5. 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.
6. Must possess a current, valid, and unrestricted Massachusetts Commercial Driver's License and Public Safety Hoisting Engineering 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.
7. Must possess a driving record which proves responsible and lawful driving habits.
8. Must possess a current, valid, and unrestricted Distribution Level 3 License from the Massachusetts Board of Drinking Water Certification.
9. Ability to pass a Background check including Criminal Record Offender Information and fingerprinting.
10. Must be in compliance with the City's Drug and Alcohol Free Workplace policy.
11. Punctual, reliable and regular attendance is required.