

NOTICE OF VACANCY - PLEASE POST

TITLE: General Foreperson Cemetery/Tree Division of Department of Public Services
POSITION STATUS: Full time, non-union position with benefits
SALARY: Up to \$78,000.00 commensurate with experience

JOB SUMMARY:

The General Foreperson Cemetery/Tree Division (General Foreperson) is a management position working under the direction of the Director of Public Services (DPS) to plan, organize, direct, and coordinate various DPS work related to the two divisions.

The General Foreperson will plan, establish and monitor budgets and supervise and coordinate skilled craft and labor work, and inspect/approve said work, including but not limited the following:

Cemetery Division – sale of lots and graves, general year-round maintenance of 5 City owned cemeteries (4 historic, 1 public), and staffing of the Cemetery Commission and Friends of Greenlawn Cemetery. Staff includes a head working foreman, an administrative assistant, laborers and truck drivers, as well as seasonal part-time employees.

Tree Division – plant, prune, maintain and remove, as needed, all public shade trees throughout the City staffs the Tree Commission and implements the City Tree Ordinance and permitting process, coordinates gas-leak testing of all proposed tree planting locations and works closely with the City Tree Warden. Staff includes a head working foreman and two (2) tree climbers, as well as various tree contractors. Coordinates tree response efforts throughout the city during emergency (snow and high wind) events, using in-house staff and contractors; and is the primary contact with National Grid Electric for same.

Snow and Emergency Response – Participates in City snow response and other emergency efforts as part of the City management team

SUPERVISION RECEIVED:

Works under the general direction of the DPS and/or designee, who provide 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 Division and seasonal employees, and various contractors. Reviews work of subordinates and contractors 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 foreperson 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, or his designee, 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.
4. Staffs the Tree Commission, Cemetery Commission and the Friends of Greenlawn Cemetery. Attends monthly meetings and prepares agendas and minutes of the meetings. Presents updates on current or future projects to the various commissions.
5. Works closely with the City Purchasing Department to procure goods and services need by the Division. Directs the ordering of departmental supplies, tools and materials after authorization by Director or designee.
6. Monitors/responds to See-Click-Fix from residents and businesses, works with DPS Data Management Analyst.
7. Maintains records of all work performed and employee attendance; prepares weekly CitiStat worksheets.

8. Keeps Director or designee advised of unusual problems or delays. Works with them in planning work priorities and developing details for carrying out projects.
9. May operate equipment or perform laboring duties while instructing and supervising crews.
10. Responsible for assisting with snow and any emergency response operations involving Department of Public Services and contractor personnel.
11. Procures, Coordinates, inspects, approves and authorizes payment for cemetery and tree contractor work.
12. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Thorough knowledge of methods, materials and equipment used in cemetery building and grounds maintenance, 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.

Thorough knowledge of Urban and Community Forestry.

QUALIFICATIONS REQUIRED:

A minimum of four (4) years' experience in the operation, maintenance and repair of municipal (historic and public) cemeteries, including one (1) year in a supervisory capacity; or an equivalent combination of training and experience which demonstrates possession of the required knowledge, skills and abilities. Knowledge of the provisions of Massachusetts general Laws Chapter 114 and relevant City ordinances, rules and regulations.

Any combination of an Associates of Science Degree in Agriculture/Urban Forestry or related degree; Certified Arborist Certification; or three (3) year's supervisory experience in commercial or municipal tree care, is preferred. - Knowledge of the provisions of Massachusetts general Laws Chapter 87 and relevant City ordinances, rules and regulations. Ability to obtain a Massachusetts Certified Arborist Certification within 1 year of starting employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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. . 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 include peripheral vision, depth perception, and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. 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. The noise level in the work environment is usually moderate, depending upon the location.

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

CITY OF SALEM

Human Resources, 98 Washington Street, 3rd floor; Salem, Massachusetts 01970

Lisa B. Cammarata, Director

DATE: June 22, 2022

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.