



City of Newburyport
Department of Public Services
Highway Division
AFSCME Union
Tree Maintenance Operator
Grade 14
Job Description

Position Purpose:

The purpose of this position is to be responsible for the safe and efficient operation of tree maintenance equipment; light and heavy vehicles on assigned projects or activities of a public works nature which may entail tree removal and trimming; road and sidewalk construction and maintenance; maintenance of parks and cemeteries; maintenance and repair of City buildings. An individual in this position is also expected to perform many different types of maintenance and repair work and manual labor in addition to driving CDL vehicles and operating tree maintenance equipment. A Tree Maintenance Operator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring knowledge of tree maintenance and department standard operating procedure and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combinations with others.

Supervision Received: Works under the General Foreman, the Construction Foreman and/or Carpenter Foreman, the Deputy Director of Public Services, or the Director of Public Services; follows established department general and special orders, rules, regulations, policies and procedures.

Supervision Given: May direct tree trimming

Job Environment:

Work is performed in a garage, yard, buildings and field locations including traffic; usually noise levels are loud. Position entails driving and may be subject to exposure to hazardous substances or materials; working near mechanical moving parts and exposed to electrical shock on occasion. Work is performed inside and outside in all weather conditions.

Requires the operation of light and heavy trucks and tree maintenance equipment including but not limited to: bucket truck and chipper, backhoe, front –end loader, street sweepers, bobcat, snowplows, tractors, lawn equipment and CDL vehicles. Also requires the operation of hand tools, chain saws, sharpening tools, power tools and jackhammers. Exposed to High precarious places when handling tree trimming/removal in tree maintenance equipment. Occasionally uses a ladder when handling building maintenance.

Makes occasional contacts with the general public to handle resident's questions onsite. Most contacts are with fellow employees in the department or other city departments.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Inspects trees to determine condition and need for trimming or removal; plans tree trimming and removal activities then receives approval from supervisor; operates tree maintenance equipment; directs crew when more than one person is need to conduct tree trimming and removal projects; ensures safe practices are followed for tree trimming and removal activities; uses tree maintenance equipment for special projects as needed.
- Mows grass, weed and bush. Rakes and picks up refuse leaves and other debris. Clear culverts, drains, roads, ditches and hydrants. Maintains parks, cemeteries and other grounds including trash removal.
- Performs other manual and machine assisted maintenance, repair and construction work of roads, water pipes and drainage ditches.
- Shovels and plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Assists in snow removal operations.
- Spreads sand, gravel and asphalt. Lays asphalt and patches streets.
- Digs and moves materials with hand tools, wheel barrows and hand trucks. Loads and unloads heavy materials from vehicles. Assists with stocking operations. Uses heavy equipment to move large items.
- Performs other heavy laboring and various unskilled and semi-skilled tasks essential to municipal building, public works, and utility operations using a wide variety of power, pneumatic and hand tools.
- Assists with preparing, maintaining, and performing job site and work safety practices.
- Is subject to call out to respond to emergencies after normal working hours.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures, and general operating condition. Services, Maintains, clean and wash vehicles and equipment.
- Maintains cemetery and digs graves as needed
- Performs set up and take down labor for numerous citywide events including; parks, downtown, waterfront areas and docks.
- Performs minor building maintenance tasks at al municipal buildings such as painting, light carpentry, etc.
- Performs street sweeping

Minimum Required Qualifications:**Education, Training and Experience:**

Must have a High School Diploma or GED with 3 years of tree maintenance experience, construction experience, heavy vehicle driving experience, and tree maintenance equipment operation experience; or any equivalent combination of education, experience and training. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check.

Special Requirements:

Must have and maintain a Commercial Drivers License (CDL) Class B with airbrakes endorsement. Must receive and maintain a Hoisting Engineer License 2B within 6 months of obtaining the position. Must submit to CDL Drug testing regulations. Thorough knowledge of safety harnessing procedures.

Knowledge, Ability and Skill:**Knowledge:**

Thorough knowledge of the safe practices of driving heavy vehicles and tree maintenance equipment; through knowledge of tree maintenance, tree pruning, tree hazards and tree identification; Knowledge of American National Standards Institute, A.N.S.I, Standard of Pruning, Fine Pruning and Technical Rigging Removals.

Ability:

Ability to read, write, and comprehend; Ability to follow written and oral instructions; ability of work as a team with others to accomplish a project ability to read and follow safety procedure; ability to work for long hours and perform physical labor is necessary; ability to deal with work at high precarious places and in all weather conditions.

Skill:

Skill in using Tree maintenance equipment, mowing equipment; and various power tools and hand tools, as well as skill in using snow plows. Basic computer skills

Errors and Omissions:

Errors could result in injury to other employees, damage to building or equipment, liability from personal property damage and delay in service or the cost to rework a public services project.

Physical and Mental Requirements:

While performing the functions of this job, the employee is required to sit, stand , walk and listen for extended periods; may come in contact with toxic or caustic chemicals and risk of electrical shock is frequently required to talk; uses hands to find, handle or feel objects, tools or controls; reaches with hands and arms; kneels and bends to work on equipments or projects; specific vision abilities required, include : close and distance vision, peripheral and depth perception and the ability to adjust focus; ability to operate a vehicle and equipment accurately and efficiently; ability to frequently lift up to 50 lbs and occasional lift up to 100 lbs; must be able to hear normal sounds, distinguish sound as voice patterns or vehicle sounds and communicate through human speech.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by mutual agreement between the Union and the employer as the needs of the employer and requirements of the job change.)