



City of Newburyport
Department of Public Services
Highway Division
AFSCME Union
Landscape & Public Grounds /Foreperson
Grade 14
Job Description

Position Purpose:

The purpose of this position is to supervise and perform services for all public city grounds. These services include but not limited to; landscaping, maintenance and improvements to all property under the jurisdiction of the City of Newburyport. The main focus of this position is to service parks, cemeteries, open space, drainage areas and structures, and roadways. This licensed CDL / Heavy Equipment Operator 4G will also be efficient and knowledgeable on the operation of all types of landscaping equipment, tractors, light and heavy vehicles, and heavy equipment as they pertain to assigned projects or activities. The individual in this position is also expected to perform many different types of maintenance, repair work and manual labor. A Landscaping and Public Grounds Foreman is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs technical, supervisory, varied and responsible duties requiring knowledge of department standard operating procedures 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 direction of the General Foreman, the Deputy Director of Public Services, or the Director of Public Service; follows established department general and special orders, rules, regulations, policies and procedures. At times may be required to work under a more knowledgeable foreman on special projects.

Supervision Given: Supervises a crew or crews relating to assigned work as well at times when requested by the supervisor may supervise sanding and/or snowplow operations.

Job Environment:

Work is performed mostly in an outside environment, but may also be at times required to work in a garage, DPS yard, or in a building. These locations may include high and low traffic areas, usually high noise levels and in crowds of people. 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 heavy equipment including but not limited to: backhoe, front-end loader, street sweepers, bobcat, snowplows, tractors, lawn equipment and CDL vehicles. Also requires the operation of hand tools, power tools, ladders and jackhammers.

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 and vendors for supplies.

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.)

- Supervises and maintains public grounds, parks, cemeteries, open space, drainage areas and structures and all other publicly owned property.
- Plans and coordinates the daily activities of landscaping, ground maintenance and minor construction projects including to the related paperwork associated with work orders, purchase orders and invoices.
- Assist Parks Department with the repairs and maintenance of playground and athletic equipment.
- Conduct basic forestry services, including but not limited to brush and tree pruning.
- Performs general maintenance and repairs (including painting) to street furniture, fences, walls and trash receptacles
- Orders supplies and materials related to landscaping and public grounds maintenance or repair.
- Supervises or operates all heavy equipment assigned for various projects relating to landscaping and grounds work task and also may be requested to assist other Highway work task not relating to this position.
- Use specialized equipment to perform maintenance to roadside swales and drainage areas and structures.
- Supervisors and performs wildlife control management relating to the maintenance and repair of drainage areas, swales and structures damaged by beavers or other types of wildlife.
- Must have valid Commonwealth of Massachusetts Wildlife Trapping License.
- May supervise and must preforms snow removal tasks: plows snow and spreads sand and salt on roads, sidewalks, parking lots, steps, etc.
- Supervises and digs and moves materials with hand tools, wheelbarrows, 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 services and utility operations using a wide variety of power, pneumatic and hand tools.
- Supervises and Assists with preparing, maintaining and performing job site and work safety practices.
- Is subject to be available 24 hours a day – seven days a week to response to emergencies after normal working hours.
- Supervises and maintains the burial operations at the cemeteries, including the opening and closing of burial sites in coordination with the Funeral Directors.
- Supervises and performs set up and take down labor for numerous citywide events including; parks downtown, waterfront areas, docks and other public venues.
- Operates and checks vehicles, attachments and tools for correct fluid levels, pressures and general operating condition. Services, maintains, clean and washes vehicles and equipment.
- Knowledge of dig safe procedures including dig safe notifications and mark outs.
- May be required to perform other work not listed above assigned by the Deputy Director and / or Director.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a High School Diploma or GED with 5 years of landscaping equipment, heavy vehicle driving and heavy equipment operation experience. Also, must have supervisory experience overseeing small crew or crews. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check.

Special Requirements:

Must have and maintain a Commercial Driver's License (CDL) Class B with airbrakes endorsement and have and maintain a HEO Hoisting Engineer License 2B and obtain an HE-4G Specialty Lawn Mower License within 6 months of starting the position Must have and maintain a Commonwealth of Massachusetts Wildlife Trapping License within 6 months of starting the position. Must submit to CDL Drug testing regulations.

Knowledge, Ability and Skill:

Knowledge: General knowledge of the maintenance and repair of landscaped areas, drainage structures, cemetery operations and open space. Through knowledge of small and large equipment relating to maintenance and operation of a landscaping division. Understanding of wildlife effect on drainage operations.

Ability: Ability to supervise and to set up projects; ability to review work for completeness; ability to follow written and oral instructions ; ability to interpret drawings, diagrams and specifications; ability to work as a team with others to accomplish a project; ability to read and follow safety procedures; ability to work for long hours and perform physical labor is necessary.

Skill: Skill in motivating and directing and supervising employees; skill in using snow plows, heavy equipment, moving equipment and various power tools and hand tools; skill in using carpentry/construction tools. 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 finger, 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.)