



NOTICE OF VACANCY

TITLE: General Foreperson; Park Division of Department of Public Services (DPS)
POSITION STATUS: Full time, non –union position with benefits
SALARY: Up to \$83,000.00 DOQ

JOB SUMMARY

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

SUPERVISION RECEIVED

Works under the general direction of the DPS Director and in conjunction with the Superintendent of Park and Recreation (Supt.), 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, workforce and contractors.

SUPERVISION EXERCISED

Provides direct supervision of park and open space maintenance employees, seasonal employees and contractors. Reviews their work 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, and the Superintendent, as needed, on major changes.
2. Interprets work orders, specifications, or other instructions, and explains required procedures to crew. Continuously inspects work, as needed, in progress for conformance to plans and instructions and 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, grass cutting in parks, ball fields and open spaces, grading baseball fields, building park benches and distribution of tools.
4. Coordinates activities with other City departments, including but not limited to: Recreation Program Manager and the City's Event Manager.
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 Supt. Keeps Director and Supt. aware of unusual problems or delays. Works with them in planning work priorities and developing details for carrying out projects.
6. May operate equipment or perform laboring duties while instructing and supervising crews.
7. Assists with assigning and coordinating snow plowing and sanding operations involving DPS and contractor personnel.
8. Coordinates landscaping contractor work.

9. Responsible for pool maintenance and splash pad facilities operation including preparation for opening and season end closing.
10. Responsible for the operation of numerous irrigation systems, throughout the city's parks, ball fields, open spaces and traffic islands.
11. 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, Bachelor's Degree preferred; or an equivalent combination of training and experience which demonstrates possession of the required knowledge, skills and abilities.

Ability to obtain Certified Pool Operator's License within one (1) year of hire. Prior pool experience a plus.

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 be mobile and communicate with others. The employee may be required to lift and/or move up to 50 pounds and frequently lift/move up to 25 pounds. 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 submit resume and cover letter to the City using this email address: jobs@salem.com. Applications will be reviewed on a rolling basis, and position will be open until a qualified candidate is selected.

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

Lisa B. Cammarata, Director of Human Resources

DATE: MAY 6, 2024

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