



**DEPARTMENT OF PUBLIC WORKS
TREE DIVISION
WORKING FOREMAN**

Unit: AFSCME II

Reporting To: Director of Public Works

Wages: \$1,338.76/weekly

Hours: 6:30 AM – 3:00 PM, Monday - Friday

Location: DPW Operations, 135 Andover Street

Application Deadline: Open Until Filled

Definition:

Supervisory and skilled maintenance work in the care and maintenance of Town-owned trees, shrubbery, and roadside vegetation; related work as required.

Essential Functions

Works under the general supervision of the Public Works Operations Supervisor.

Performs responsible technical duties requiring considerable judgement in arriving at decisions relating to control of programs required by statute for the suppression and eradication of invasive and problematic species.

Makes frequent contacts with Town officials and general public.

Exercises supervision over a small maintenance crew of usually three or fewer full-time employees.

Errors could result in property or equipment damage, personnel injury, waste of materials, or delays in performing maintenance work.

Continuous and strenuous physical effort demanded in climbing, walking, bending, standing, and lifting or carrying equipment, tools and materials, while performing duties under varying weather conditions.

Examples of Work:

Supervises skilled workmen in the care of public shade trees including trimming, topping, pruning, cabling, bracing, and spraying; removal of dead or diseased trees; stump removal, and the planting of young trees under a planned program. Ensures newly planted trees are adequately watered.

Responds to planned and unplanned emergencies related to tree damage, blocked roads, wind events, and other natural disasters to help restore the town's infrastructure and public safety of the traveling public. Supervises and participates in manual work related to such.

Supervises the Town's Vegetation Management Program; supervises program for the cutting of brush along town roads.

Supervises town tree trimming by private utility crews; exercises responsibility for care of the Town's Urban Forestry Canopy including Public Shade Trees and town owned trees within parks, school property, and other town parcels.

Performs and documents inspections on public trees resulting from inquiries or through systematic urban forestry programs. May be deputized by Town's Tree Warden to perform Public Shade Tree Hearings in compliance with MGL Chapter 87. Adheres to Massachusetts General Law (MGL) Chapter 87 governing Cemeteries and Public Shade Trees.

Investigates urban canopy sustainability. Communicates and executes solutions.

Utilizes current technology to proficiently execute assigned tasks and routine maintenance activities. Maintain good records, both written and electronic, on work performed, manpower, equipment and supplies used.

Investigates and resolves resident complaints in addition to assuring that daily work orders are completed properly.

Provides technical recommendations to the Public Works Director, Operations Manager, and Operations Supervisor as requested. May participate in public relations activities.

Identify, propose, and assist with the implementation of policies, procedures, guidelines, and standards that improve the effectiveness and efficiency of the division.

Performs skilled work in assisting with the removal of town trees by operating brush chippers, stump grinders, bucket trucks, rigging ropes, and leverage devices. Plants, trims, cuts and sprays hedges, shrubbery, and flowers; rakes up and disposes of rubbish and leaves. Operates equipment such as bucket trucks, power-mowers, trucks, brush cutters, snowplows, chainsaws, and string trimmers.

Operates a variety of light motor equipment and trains subordinates in the use of such equipment. Complies with safety requirements of ANSI Z133 safety standards for tree care.

Performs labor incidental to the work of operating assigned equipment (changing plow blades, maintaining saws, equipment maintenance, washing and cleaning trucks and equipment) or other tasks when assigned.

Performs minor repairs to equipment. Performs and supervises minor and regular preventative maintenance on Tree Division Equipment and other DPW equipment as needed.

Must maintain daily work records including employees' hours.

Participates in the Town's snow and ice removal operation and other storm response / natural disaster response operations during regular and non-regular work hours.

Handles problems and complaints regarding public shade trees, vegetation management, and damage done to private property while plowing, etc.

Integrates with the other divisions of Public Works to fill in as needed in other work crews or directing DPW crews outside the tree division. Working Foremen have a congenial relationship and strive to help each other as needed.

Education and Experience:

High school graduation; five years experience in the care of trees and the application of pesticides; or any equivalent combination of education and experience.

Knowledge, Ability, Skill

Considerable knowledge of the methods, materials and tools used in the maintenance of public shade trees and public vegetation. Ability to supervise the work of subordinates and follow oral or written instructions. Possession of Class B (minimum) CDL upon appointment and Massachusetts Hoisting License within 1 year of appointment. Possession of a Massachusetts Pesticide Applicator's license preferred, or the ability to obtain one within 1 year of appointment. Ability to supervise a small work crew. Diplomacy and good judgement in dealing with the general public.

EOE

To Apply:

Submit resume, cover letter and
completed application to:

Town Manager's Office
Attn: Assistant Town Manager/Human
Resources Director
121 Glen Road
Wilmington, MA 01887

or

via email at:

jobs@wilmingtonma.gov

If submitting by email, please use "**Position: Working Foreman Tree Division**" in the subject. Resume, cover letter and **completed application** may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically and in a file type other than PDF.

Town of Wilmington
PHYSICAL REQUIREMENT CHECKLIST

Position: Tree Working Foreman Department: DPW Tree Division

CHECK (✓) EACH REQUIREMENT THAT MATCHES ALL FUNCTIONS OF THE JOB ON A DAILY BASIS:

PHYSICAL MOVEMENT	WEIGHT					REACH				
	15 LBS OR LESS	15 TO 35 LBS.	35 TO 50 LBS	50 TO 100 LBS	100 LBS OR MORE	FLOOR TO 18"	FLOOR TO 36"	18" TO 36"	36" TO 48"	OVERHEAD
CARRYING: TO TRANSPORT PATIENTS OR THINGS FROM PLACE TO PLACE WHILE BEARING THE WEIGHT			✓							✓
LIFTING: RAISING OBJECTS FROM A LOWER TO A HIGHER POSITION, FROM A HIGHER TO LOWER POSITION, HORIZONTALLY			✓						✓	
PULLING: USING UPPER EXTREMITIES TO EXERT FORCE				✓					✓	
PUSHING: USING UPPER EXREMITIES TO PRESS AGAINST SOMETHING WITH A STEADY FORCE			✓						✓	
REACHING: EXTENDING HAND(S) AND ARM(S)			✓						✓	

PHYSICAL MOVEMENT/MENTAL REQUIREMENTS	NEVER	RARELY 5-10%	SOMETIMES 10-40%	FREQUENTLY 41-75%	ALWAYS 76-100%
BALANCING: MAINTAINS BODY EQUILIBRIUM TO PREVENT FALLING WHEN WALKING, STANDING OR CROUCHING ON NARROW, SLIPPERY OR ERRATICALLY MOVING SURFACES					✓
BENDING: TO CURVE SPINE DOWNWARD				✓	
CARRYING: TO TRANSPORT PATIENT OR THINGS FROM PLACE TO PLACE WHILE BEARING THE WEIGHT				✓	
CLIMBING: ASCENDING OR DESCENDING LADDERS, STAIRS, RAMPS, POLES AND THE LIKE, USING FEET				✓	
COLLATING/FILING: REPETITIVELY PUTTING IN ORDER AND IN PILES AND INTO APPROPRIATE ORDER		✓			
CRAWLING: MOVING ABOUT ON HANDS AND KNEES OR HANDS AND FEET		✓			
CROUCHING: SENDING THE BODY DOWNWARD AND FORWARD BY BENDING LEG AND SPINE			✓		
DECISION-MAKING: ABLE TO PRIORITIZE WORKLOAD				✓	
DIALING: PUSHING BUTTONS OR MOVING A WHEEL WITH FINGER		✓			
DRIVING: SET OR DIRECT IN MOTION A VEHICLE					✓
FEELING: PERCEIVING OBJECTS, SUCH AS SIZE, SHAPE, TEMPERATURE OR TEXTURE BY TOUCHING WITH SKIN			✓		
FINGERING: PICKING, PINCHING, TYPING OR OTHERWISE WORKING, PRIMARILY WITH FINGERS			✓		
GRASPING: APPLYING PRESSURE TO AN OBJECT WITH THE FINGERS				✓	
HANDLING: TO TOUCH, MANIPULATE OR MANAGE WITH HANDS				✓	
HEARING: TO RECEIVE DETAILED INFORMATION THROUGH COMMUNICATION AND TO DETECT SUBTLE DIFFERENTIATIONS IN SOUND					✓
HOLDING: KEEP FIRMLY AS IN A GRASP OF THE HAND				✓	
INSERTING: TO PUT ITEMS INSIDE OR AMONG SOMETHING		✓			
JUDGEMENT: PERFORMS WITH FREQUENT INTERRUPTIONS AN MAKES GENERAL DECISIONS REGARDING RESPONSIBILITIES				✓	
KNEELING: BENDING LEGS AT KNEE TO COME TO A REST ON KNEE OR KNEES			✓		
LEARNING: TO GAIN KNOWLEDGE, UNDERSTANDING OR SKILL BY STUDY, INSTRUCTION OR EXPERIENCE				✓	
LIFTING: RAISING OBJECTS FROM LOWER/HIGHER POSITION, FROM HIGHER/LOWER POSITION, HORIZONTALLY				✓	
PULLING: USING UPPER EXTREMITIES TO EXERT FORCE				✓	
PUSHING: USING UPPER EXTREMITIES TO PRESS AGAINST SOMETHING WITH STEADY FORCE				✓	

PHYSICAL MOVEMENT/MENTAL REQUIREMENTS	NEVER	RARELY 5-10%	SOMETIMES 10-40%	FREQUENTLY 41-75%	ALWAYS 76-100%
REACHING: EXTENDING HAND(S) AND ARM(S)				✓	
READING: THE ABILITY TO LEARN FROM WHAT ONE HAS SEEN OR FOUND IN WRITING OR PRINTING				✓	
REPETITIVE MOTIONS: SUBSTANTIAL MOVEMENTS (MOTIONS) OF THE WRISTS, HANDS AND/OR FINGERS				✓	
SITTING: FOR PROLONGED PERIODS OF TIME			✓		
SMELL: DIFFERENTIATE ODORS, VAPORS, FUMES, DUST		✓			
SORTING: SEPARATE PHYSICALLY FROM THINGS THAT DIFFER		✓			
STANDING: PARTICULARLY FOR SUSTAINED PERIODS OF TIME				✓	
STOOPING: BENDING BODY DOWNWARD AND FORWARD BY BENDING SPINE AT THE WAIST			✓		
TALKING: EXPRESSING OR EXCHANGING IDEAS ACCURATELY, LOUDLY OR QUICKLY					✓
THREADING: TO PASS A THREAD THROUGH AN EYE (OF A NEEDLE) QUICKLY	✓				
TYPING/KEYBOARD CODING: TO PRODUCE TYPEWRITTEN COPY USING FINGER AGILITY AND ACCURACY		✓			
VISION: ADEQUATE TO PERFORM FUNCTION			✓		
ACUITY: NEAR, 20 INCHES OR LESS			✓		
DEPTH PERCEPTION 3-DIMENSIONAL VISION DISTANCE JUDGEMENT			✓		
ACCOMMODATION SHARPNESS OF VISION/FOCUS			✓		
COLOR VISION		✓			
FIELD OF VISION – ENTIRE SCOPE OF VISION/PERIPHERAL				✓	
WALKING: MOVING ABOUT ON FOOT TO ACCOMPLISH TASKS, PARTICULARLY FOR LONG DISTANCE				✓	
WRITING: TO FORM LETTERS OR CHARACTERS ON A SURFACE BY HAND		✓			
OTHER: PLEASE SPECIFY					

WORKING CONDITIONS	% OF TIME PER DAY				
	NEVER	RARELY 5-10%	SOMETIMES 10-40%	FREQUENTLY 41-75%	ALWAYS 76-100%
DUST, VAPORS, FUMES			✓		
EXPOSURE TO WEATHER					✓
EXTREME COLD				✓	
EXTREME HEAT				✓	
NOISE			✓		
VIBRATION				✓	
WET/HUMID				✓	
POTENTIAL HAZARDS					
CHEMICAL			✓		
COMPUTER		✓			
ELECTRIC SHOCK				✓	
EXPLOSIVES		✓			
HIGH, EXPOSED PLACES					✓
INFECTIOUS EXPOSURE			✓		
MOVING MECHANICAL PARTS				✓	
PATIENT CONTACT	✓				
NEEDLES/SYRINGES		✓			
RADIATION, IONIZING	✓				
RADIATION, NON-IONIZING	✓				
WASTE HANDLING			✓		