



CITY OF PEABODY

# HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

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## **JOB POSTING**

### **DEPARTMENT OF PUBLIC SERVICES, DIVISION OF STREETS AND HIGHWAYS WORKING FOREMAN**

**Job Title:** Working Foreman, Streets and Highway Division, Sewer System Maintenance

**Civil Service:** Official Service; subject to Civil Service testing procedures as they occur

**Union/Service Class:** AFSCME, Labor Service classification 5703B

**Schedule:** Full Time, Friday 3:00 PM – 11:00 PM; Saturday and Sunday 7:00 AM to 11:00 PM

**Grade & Pay:** Grade 16; Entry rate, \$22.04 per hour (plus shift differential will apply to pay rate)

#### **Summary: (Full job description available at the HR Dept., City Hall)**

Under the general supervision of the General Foreman of Streets and Highway, this position works an off-hours weekend shift and is responsible for handling incoming emergency calls and monitoring street conditions, particularly in adverse weather situations. Position works with and directs a small group of workers to accomplish skilled and semi-skilled work, as well as general labor duties, in the construction, and maintenance and repair related to streets and sidewalks as well as related construction and repair projects.

#### **Essential Duties and Responsibilities:**

- Supervises and works with a small group of workers in the day to day work of the Street and Highway Division of the DPS.
- Will operate all required equipment and perform preventative maintenance on equipment.
- Assure job performance is correctly accomplished by the work group assigned in accordance with City and related labor policies.
- Enforce safety regulation. Assure maintenance of equipment and vehicles, and when not performing primary duties, will perform and assure preventative maintenance is accomplished timely on equipment.
- Maintain discipline, review work of crew assigned during progress and upon completion for compliance with instructions and conformance with accepted practices.
- Operate equipment including trucks with a rated capacity of over 9 tons which may include tractors, semi-trailers and special equipment such as back hoe, road rollers, snow plows, highway graders, bituminous spreaders and tar distributors.
- Responsible for weekend telephone calls, response to emergency calls required.
- Monitor street conditions, particularly in adverse weather conditions.
- May also operate hoisting equipment and operate motor equipment of a lower level of difficulty.
- Additional duties as may be required or assigned.

#### **Qualifications:**

**Education & Experience:** Demonstrated knowledge of the elements of construction involved in the position's duties. **Licenses & Certificates:** This position is required to have a valid Massachusetts CDL and a Massachusetts DPS hydraulic hoisting license. City positions require a COR1

and drug screen prior to confirmation of hire. Required Skills: Must be able to perform minor motor & mechanical maintenance and recognize equipment maintenance problems. Must have skills in operation and maintenance of required tools and equipment. Must be able to lift 50 pounds. Must be able to read and write in English and keep records as may be required. Must be able to hear sufficiently to communicate with the public and other workers effectively and perform work tasks safely. Demonstrated excellent customer service skills, via telephone and in person, a must.

**Posting Date: March 20, 2018**

Qualified candidates please apply on or before **7:00 PM on Thursday, March 29, 2018** at the City of Peabody, Human Resource Dept., City Hall, 24 Lowell St. Peabody, MA 01960; email [ctrombley@peabody-ma.gov](mailto:ctrombley@peabody-ma.gov); fax 978-278-1544.