

TOWN OF SHARON
JOB DESCRIPTION
(Example)

Title of Position: Working Foreman: Forestry and Grounds (Example, not actual)

Department/Appointing Authority: DPW

Date: Example

Originator: Example

Personnel Board Use Only

Classification _____

Date of Classification _____

Classification Authority: ☐ Personnel Board; ☒ Collective Bargaining

1. Summary Description

Supervisory, administrative and manual work in operating equipment and in directing work crews on parks and trees, athletic fields and grounds keeping. Other related work as required.

2. 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.

- Performs ongoing maintenance to all athletic fields, school grounds, town building grounds, roads, grass, trees, shrubs and town cemeteries.
- Performs emergency maintenance to trees and limbs taken down or damaged during storms. Errors made in completing this work can result in major losses in property or buildings.
- Prepares all town athletic fields for use in spring and summer.
- Mows, plants, prunes etc. all facilities and grounds during the growing season.

- Maintains ice skating facilities during the winter.
- May operate heavy and light equipment and trucks and other equipment necessary for completion of projects; may perform labor incidental to the work of operating assigned equipment or other laboring tasks when assigned. The heavy and light equipment may include, but is not limited to: hand, pneumatic and power tools; light and/or heavy special motor equipment such as snow plows, loaders, backhoes and dump trucks. Care must be exercised to avoid personal injury or damage to property.
- Ensures that vehicles and equipment are maintained; reports any problems or necessary repairs to the Department of Public Works Operations Division for scheduled repair or maintenance in the garage.
- Coordination and contact in relation to the above functions will take place with the general public as well as other town departments. Addresses inquiries and acts on complaints from the general public. Refers significant matters to the Forestry and Grounds Supervisor/Tree Warden. All contacts must be conducted with good, normal courtesy.
- Responsible for the entire operation of the Forestry and Grounds Division in the absence of the Forestry and Grounds Supervisor/Tree Warden.

3. Supervision

Supervises the work of, but does not perform formal evaluations of, approximately four full-time and two part-time employees. Subject to occasional review by the Forestry and Grounds Supervisor/Tree Warden, establishes priority of work to be done. Coordinates staffing and equipment needs for projects and deploys resources accordingly. Distributes all work assignments to department personnel; visits work sites, provides supervision, and inspects work in progress and upon completion to ensure that all projects are completed in a timely and acceptable manner.

4. Reporting Structure

Works under the general supervision of the Forestry and Grounds Supervisor/Tree Warden. Routine work is conducted under the individual's own initiative and judgment, seeking guidance from his/her supervisor in unusual, exceptional or extreme circumstances.

5. Physical Environment

Work is generally performed outdoors under variable conditions and near hazards associated with construction sites such as very loud noise, fumes and airborne particles, near moving mechanical parts, and risks from downed electrical wires. May work outside of normal business hours, at night or on weekends during emergencies; may be required to wear safety equipment.

6. Education/Basic Knowledge

High School diploma

Massachusetts Class B Commercial Driver's License

Massachusetts Class 2A Hoisting Engineer's License, with endorsements for front-loader and backhoe.

7. Experience

A minimum of five years of prior experience in tree work, athletic facilities maintenance and repair, and construction work including heavy equipment motor operation; or an equivalent combination of education and experience.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.