

POSITION: HEAD TREE PLANTER TEMP/VT
LEVEL: GRADE 8 \$14.26hr - \$20.79hr
DEPARTMENT: PUBLIC INFRASTRUCTURE

FUNCTION: This is a temporary, grant-funded position for the purpose of planting and maintaining trees. This position is supervisory and is responsible for maintaining logs and recordkeeping for the Greening the Gateway State grant, Ensures compliance with the State's grant regulations and coordinates various aspects of this grant. An individual in this position would perform a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of public grounds, especially as it pertains to the planting and maintenance of trees, shrubs and plants.

SUPERVISION RECEIVED: Works under the general supervision of the Superintendent of Park Maintenance and Forestry.

SUPERVISION EXERCISED: Exercises general supervision over temporary and other support staff as assigned.

RESPONSIBILITIES: Employs the use of computer programs to track, log and report on areas of tree planting in eligible census tracts. Accurately records data and makes associated computations as necessary, as well as maintaining operation logs.

Prepares and submits monthly progress report for tree planting and maintenance.

Must be able to work in all weather conditions to perform tasks related to maintenance of city-owned grounds, including but not limited to Parks, Cemeteries, and Public Places as well as private property. This may include planting trees, bushes, pruning trees, watering and maintaining trees, and grass cutting.

Adheres to specific weekly schedule of responsibilities including general and preventative maintenance.

Exhibits good attitude expected of employees in a health-related field. Assumes responsibility for maintaining the plant in a clean and orderly fashion.

The above covers the most significant responsibility of this position. It does not, however, exclude other occasional duties, the inclusion of which would be in conformity with the level of the position.

EDUCATION AND EXPERIENCE: Graduation from high school education or GED equivalent. Experience with Microsoft products and computer systems necessary. Must have a telephone and own transportation.

SPECIAL REQUIREMENTS: Must have a valid Massachusetts driver's license and good driving record. Operates motor vehicle on a regular basis. Mandatory CORI

(Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

TOOLS AND EQUIPMENT USED: Employs the use of various hand tools, riding mowers, gas powered lawn mowers, weed whackers, rakes, chainsaws, shovels, gas-powered snow blowers, and pickup trucks, as it pertains to the maintenance of the City's greenspace.

PHYSICAL DEMANDS: The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to operate objects, tools, and controls. The employee is frequently required to stand, walk, sit, balance, stoop, kneel, crouch, crawl, smell, observe, listen, and speak.

The operation of equipment and/or handling of chemicals require the exercise of caution.

WORKING CONDITIONS: This employee works in outside weather conditions and near mechanical parts.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above 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.

The 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.