



City of Framingham, MA

May 23, 2024

Position Vacancy

RFP #24-108-01

Position: Working Supervisor
Department: Parks, Recreation and Culture: Park Maintenance
Salary Range: W-12 \$27.83 – \$33.76 per hour
Schedule: Monday-Friday 7:00 a.m. – 3:15 p.m.

The Framingham Parks Maintenance Department is responsible for maintaining over 500 acres of Parks Department properties and 14 buildings, including 16 tennis courts, 8 outdoor basketball courts, 25 playgrounds, a skate park, an outdoor dog park, over 50 sports fields, 3 beaches, a bocce court and indoor skating arena. Some of these properties include: City Hall, Bowditch Field Athletic and Cultural Complex, Butterworth Park, Cushing Memorial Park, Farm Pond Park, Loring Arena, Mary Dennison Park and Victory Field.

For more information, please see our [website](#).

This position is covered by the Collective Bargaining Agreement between the City of Framingham and LIUNA, Local 1156 Parks, Recreation and Culture Union.

The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).

Position will remain open until filled. Priority will be given to those that apply within the first 21 days.

Position Purpose:

Supports and manages the Park and Recreation maintenance program daily. This position is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control and performing all other related work as required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Supervises and leads crews, including volunteer groups, to accomplish daily assignments assigned by Construction Supervisors or the Superintendent.
2. Responsible for completing assigned work using available staff, methods, materials, and equipment.
3. The employee monitors and evaluates sites for needed maintenance and improvements. While working at properties and facilities under the care and control of the Department, documents and communicates to the Superintendent and other supervisors any area of deficiency or any safety issues as they become apparent.
4. Completes work in an effective, safe, and efficient manner. Makes recommendations on the same.
5. Ability to operate various vehicles, trucks, and equipment.
6. Keeps assigned equipment in good working order. Reports and documents any deficiencies to supervisors.
7. Leads maintenance and upkeep efforts for associated areas, including inspection of current conditions.
8. Conducts safety checks and maintenance checks at all locations.
9. Ensures adherence to work day shift schedules.
10. Able to work various assigned shifts, including nights, weekends, and holidays, as well as unscheduled emergency work and scheduled overtime.
11. Work is regularly performed in prevailing weather conditions, including unscheduled emergency work.
12. Must be able to work scheduled and unscheduled overtime.

13. Performs all other work as assigned by departmental supervisors.

Qualifications:

- Must have a high school or vocational school diploma or a General Equivalency Diploma (GED)
- At least three years of experience in a wide variety of park maintenance-type work
- Must possess a Massachusetts' Class B CDL license and a good driving record.
- OSHA 10 certification preferred
- Possess a Massachusetts Department of Public Safety Hoisting Engineers License 2B or better
- Must be able to pass MA CORI/SORI background checks
- Must have basic working knowledge of park-type maintenance, carpentry, construction work, landscaping, and preventive maintenance.
- Preference will be given to candidates familiar with municipal park maintenance protocols, operations, and equipment.
- Must be courteous, tactful, and diplomatic
- Must possess the ability to:
 - Comply with City and Department policies and procedures
 - Establish and maintain effective working relationships with supervisors, co-workers and the general public
 - Communicate effectively
 - Work under department supervision as part of a team
 - Work independently to carry out assigned work
 - Work under varying weather conditions

The City of Framingham will consider an equivalent combination of education and experience.

Physical Requirements:

The physical demands described here 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.

Physical Demands:

The employee is subject to rigorous physical demands in order to accomplish job responsibilities. Work in this position requires frequent lifting, pushing, pulling, moving, or carrying up to 30 lbs. and occasionally up to 100 lbs. Employees must be able to regularly alternate between sitting, stooping, walking, kneeling, standing, pushing, and pulling in order to effectively carry out daily assignments.

Motor skills:

The position requires the employee to have appropriate motor skills to carry out essential duties and other job-related responsibilities, including operating vehicles, motorized equipment, power tools, hand tools, computers, etc.

Visual Demands:

Employees must be able to read written instructions and operations manuals, in addition to possessing clear near and distance vision, in order to ensure the appropriate safety of surrounding employees and the general public while safely operating vehicles and equipment in varied surroundings.

Supervision Received:

Works under the supervision of the Parks Maintenance Superintendent and Construction Supervisors as part of the overall Park Maintenance service delivery team. Working Supervisors are required to perform a variety of supervisory responsibilities in addition to skilled and manual labor. Working Supervisors are expected to effectively communicate with the Superintendent and Construction Supervisors daily concerning the status of their assignments.

Supervisory Responsibilities

(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.)

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.