



TOWN OF WESTBOROUGH MASSACHUSETTS

ASSISTANT TOWN MANAGER
Kimberly Foster

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PARKS LEADPERSON
Department of Public Works
Parks Division
Posted 12/18/2023

The Town of Westborough Department of Public Works seeks applications from energetic, team-oriented individuals for the full-time position of Parks Leadperson. Essential functions of the position include managing and performing the maintenance for all town athletic fields and town parks. Works closely with the Recreation Department.

Desired candidate will be a leader who is action-oriented, brings innovative ideas, and is an effective communicator.

Applicants shall possess a high school diploma or general education degree. Massachusetts CDL Class B required within a year of hire. Hoisting License for Backhoe/Front End Loader and Specialty Mower preferred.

A full job description may be obtained at the Town of Westborough [Human Resources website](#).

This is a union position, W-6, with a salary range of \$29.47 - \$39.29 DOQ. Interested persons should submit a resume to Kimberly Foster, Assistant Town Manager, 34 West Main Street, Westborough, MA 01581 or email via jobs@westboroughma.gov. Applications reviewed as received.

The Town of Westborough is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.



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Job Title: Leadperson – Parks and Grounds Maintenance Division	Reports To: Assistant DPW Manager/ Recreation Director (7 months of year)
Department: Department of Public Works	Job Code:
Location: Department of Public Works, 131 Oak Street	Hours per week: 40
Revised:	FLSA Status: Non-Exempt

Summary: Performs routine to complex supervisory and manual work in parks and grounds operations on all Town property by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties and responsibilities performed by employees classified in this position may require the employee to work across multiple divisions within the Department of Public Works.

Reviews work schedules for future assignments of personnel and equipment following a general work plan which has been developed and approved by the Manager.

Makes work assignments, enforces safety regulations, maintains good work attitude toward workers, requisitions supplies and equipment required for an assigned project and monitors the performance/progress of the work crews during projects.

Maintains work records pertaining to current and future work assignments utilizing computer software.

Generates estimates for, evaluates preventive maintenance and repair projects.

Assists in the preparation of the Parks and Grounds Maintenance budget and forecasting expenses for the current/upcoming fiscal year.

Supervises the use of equipment, performs minor maintenance and determines the cause of equipment malfunctioning. Makes recommendations for the procurement of new equipment, materials and tools.

Checks and reviews procedures to assure ultimate detection of errors of omission.

Responsible for maintenance and repair of all grounds and facilities under the jurisdiction of the division.

Performs ongoing maintenance to all athletic fields and facilities, playgrounds, school grounds and town parks including maintenance relative to parking lots.

Coordinates with other town departments to ensure the availability and readiness of all town athletic fields.

Operates vehicles and equipment for snow/ice control work, etc.

Works closely with the Operations Manager, Assistant Manager and/or Recreation Director who determines a course of action if an unusual problem is encountered.

May participate in other public works operations as needed including but not limited to cemetery operations, highway repairs, snow removal and salt/sand operations, tree operations and seasonal responsibilities including but not limited to setting up for town events, mowing, leaf and rubbish collection, and field maintenance.

Supervisory Responsibilities: Supervises and works with a group of employees in all facets of parks and grounds maintenance. This position does not administer discipline, but it may be necessary to bring a discipline situation to the attention of the Manager, Assistant Manager, Operations Manager or Recreation Director.

Education and/or Experience: High school diploma or general education degree (GED) and five to seven years of experience in public works or landscaping; or any equivalent combination of education and experience.

Language Skills: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Must obtain Massachusetts CDL Class B within one year of assuming the position must have a Massachusetts Class D motor vehicle operator's license. Massachusetts Hoisting License for Backhoe/Front End Loader and Specialty Mower preferred.

Other Skills and Abilities: Thorough knowledge of grass, trees, shrubs, planting, pruning, and their maintenance. Knowledge of maintaining and reconstructing athletic fields. Knowledge of irrigation systems and fertilizers. Ability to plan and direct the work of labor crews, provide oral instructions, prepare essential reports and maintain important records and display a high sense of public relations. Skill in the deployment of employees and equipment assigned to parks and grounds operations. Displays good disposition and utilizes good communication skills in dealing with the general public, contractors, suppliers and other Town departments and personnel.

Other Qualifications: Must have ability to be on-call and able to respond to emergency calls outside of normal work hours. May be required to work shifts greater than eight (8) hours. May work some weekends and/or holidays. Must have ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

Physical Demands: 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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and /or move up to 100 pounds. The employee must frequently move in and out of equipment and vehicles. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation and vibration. The noise level in the work environment is usually loud.

Prepared By: Chris Payant, DPW Director	Date: 11/22/2023
Recommended by Town Manager	Date: 12/05/2023
Approved by Select Board	Date: 12/05/2023