

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

POSITION: PW 10 MEO III Working Foreperson #J2026 – 0018 Posted: 06/10/2026
DEPARTMENT: DPW Cemetery Division Posting Removal: Until Filled
HOURS OF WORK: Full time (40 hours week) Mon. – Fri. 7:00 am – 4:00 pm
SALARY: Union PW 10 (\$1,207.18 - \$1,292.78/Week)

BASIC FUNCTION:

The MEO III position operates CDL vehicles and supports the maintenance of the Cemetery Division.

SUPERVISION RECEIVED AND EXERCISED

- Receive general supervision from the Cemetery Forman or Superintendent of Cemetery.
- Provides technical guidance to crew workers assigned to lower-grade positions.

Examples of Work:

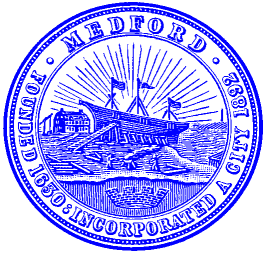
Locate and excavate grave sites; set casket lowering device; backfill graves; set foundations and gravestones. Assist funeral directors and members of the public at burials, locate grave lots, and in various other capacities, assist in the maintenance of cemetery grounds; perform various grounds-keeping and maintenance operations at cemeteries.

Essential Functions:

- Operate a variety of motorized equipment such as front-end loaders, backhoes, dump trucks, snowplows, tractors with various attachments, and other related maintenance construction equipment as assigned to assist with construction, repair, and/or maintenance projects in the Cemetery division of the Department of Public Works.
- Operate mechanical and other non-grade determining equipment related to assigned maintenance, construction, and repair projects, such as air compressors, power saws, paint machines, cement mixers, leaf blowers, lawn mowers, weed whackers, leaf vacuums, welders, jackhammers, etc.
- Participate in snow and ice removal and treatment operations, some of which occur after normal work hours; participate in other inclement weather operations and services; assist in the coordination/monitoring of contractual snow removal crews.
- Maintain and care for all equipment, machinery, and vehicles used during work assignments; perform preventive maintenance tasks regularly; report required maintenance and repair of equipment and vehicles.
- Provide functional and technical guidance to junior members of the assigned crew; may assist with training other employees on the operations of equipment and in maintenance, repair, and construction techniques on projects.
- Performs additional related duties as assigned.

Knowledge, Skills, and Abilities:

- Operations, services, and activities of the Department of Public Works
- Operational, maintenance, and repair activities are required for the assigned areas.
- Pertinent Federal, State, and local laws, codes, and regulations.



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- Operations of appropriate equipment, tools, machinery, and facilities.
- Operate a variety of motorized equipment.
- Communicate clearly and concisely.
- Perform basic operator-level vehicle and equipment maintenance tasks.
- Operate assigned equipment safely in all weather conditions; perform manual labor pertaining to the assigned area.
- City of Medford policies and procedures.
- Occupational hazards, safety rules, equipment, and principles related to the operation of motorized equipment.
- Operation and maintenance requirements of a variety of hand and power tools.

EDUCATION AND/OR EXPERIENCE:

Minimum Requirements:

- High School or GED
- Four years' experience in public works or utilities construction, maintenance, and repair environment, preferably with equipment operations experience

LICENSE OR CERTIFICATION:

- Possession of a CDL Class A or B
- Possession of a Hoisting Equipment Operators License, Class 2B

ENVIRONMENTAL CONDITIONS:

Indoor and outdoor environments with wide range of weather conditions; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electrical energy; work with and around heavy machinery; work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; irregular working hours for inclement weather situations and other circumstances.

PHYSICAL CONDITIONS:

Essential functions may require maintaining physical condition necessary for sitting, standing and walking for extended periods of time; moderate to heavy lifting and carrying which includes the ability to lift up to one hundred pounds; pulling, reaching, bending, climbing, and kneeling; use of fingers, both hands and legs required; must be able to distinguish colors and operate assigned vehicles.

ADDRESS ALL COVER LETTERS AND RESUMES TO

Human Resources Department

City of Medford – Room 204 | 85 George P. Hassett Drive | Medford, MA 02155

Or send cover letter and resume with the job title in the subject line to jobs@medford-ma.gov

For the posting, please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.