

# City of Chelsea



## Job Posting

**Works Crew Director** (approx. 7 week temporary position in late June through mid-August, 31 hours/week, \$15/hr.)

Responsible for directing and guiding six Works Crew Supervisors in managing their crews of 14-16 year-old youths who will complete public works tasks such as cataloging graffiti sites, cleaning unkempt locations, landscaping, painting, and other various projects. Director will interact with Dept. of Public Works and other City personnel in the course of identifying, planning, and assigning works projects to the teams, collecting and tallying timesheets and attendance, submitting payroll, etc. Other responsibilities include site visits to each team, evaluating project and Crew Supervisor performance, meetings with Crew Supervisors and DPW.

Qualifications: Applicant must be a Chelsea resident. College degree preferred. Project/program management experience is essential. Massachusetts Drivers License and own vehicle are required. Experience managing youths and college students is desirable. Landscaping/gardening knowledge and experience is a plus. Must be able to lift 30 pounds. Retirees are encouraged to apply.

**Please send cover letter and resume to Human Resources Department, City of Chelsea, 500 Broadway, Chelsea, MA, 02150 or [jobs@chelseama.gov](mailto:jobs@chelseama.gov). Applications will be accepted until June 3, 2016. The City of Chelsea is an Equal Opportunity Employer.**