



CITY OF NEW BEDFORD
JONATHAN F. MITCHELL, MAYOR

July 13, 2017

City Council President Joseph P. Lopes
Honorable Members of the City Council
133 William Street
New Bedford, MA 02740

Dear Council President Lopes and Honorable Members of the City Council:

I would like to request a **Waiver of Residency** for Franklin Moniz, Park Maintenance/Forestry Superintendent for the Department of Public Infrastructure Water Department, who resides at 73 Sanford Street, Berkley, MA.

I have attached correspondence to support the reason for this request and Euzebio Arruda, DPI Commissioner, will be available at the meeting to answer any questions.

Sincerely,


Jonathan F. Mitchell
Mayor

JFM/dlr
Attachment

cc: Mr. Moniz
Commissioner Arruda
Personnel



Department of Public Infrastructure

Euzebio Arruda
Commissioner

Water
Wastewater
Highways
Engineering
Cemeteries
Park Maintenance
Forestry
Energy

CITY OF NEW BEDFORD

Jonathan F. Mitchell, Mayor

June 26, 2017

Mayor Jonathan F. Mitchell
City of New Bedford
133 William Street
New Bedford, MA 02740

Dear Mayor Mitchell:

I am respectfully requesting a residency waiver for Franklin Moniz, Park Maintenance/Forestry Superintendent for the Department of Public Infrastructure Water Department who resides at:

73 Sanford Street
Berkley, Massachusetts
02779

Mr. Moniz has been employed with the City of New Bedford as of December 10, 2012. He currently performs the following duties:

Responsibilities of Park Maintenance/Forestry Superintendant Summary:

- Oversee all work assignments related to Park Maintenance and constructions.
- Oversee all work assignments related to Forestry maintenance.
- Perform a variety of Administrative, supervisory, and technical duties throughout D.P.I.

Responsibilities Directly associated with Park/Forestry

- Supervise all park/forestry maintenance for D.P.I.
- Achieve goals using all resources available.
- Organize all work assignments for parks/forestry.
- Oversee all planting, trims, & takedowns of trees.
- Oversee all repairs & maintenance of Playgrounds & Splash pads.
- Provide Leadership and Direction with all short and long-term plans.
- Prepare data for necessary studies & reports.
- Determine best work procedures and schedules to best expedite Workflow.
- Study and standardize procedures to improve efficiency and effectiveness of operation

- Layout daily work assignments and examine work for exactness, neatness, & conformance.
- Enforce policies, regulations, & Health & Safety Standards.
- Assure crews have proper tools & equipment for best work performance.
- Assure all tools & equipment for Parks/Forestry is properly maintained.
- Assist in setup & takedown of equipment for various Parks & Rec. groups.
- Prepare all facilities for Park & Rec. using all Park/Forestry crews.
- Assist in construction of new park facilities and construction.

Other Duties Park & Forestry is responsible for:

- Maintaining grounds of WW Pump Station
- Maintaining grounds of The Ledge
- Maintaining grounds of Water Tower & Water Pump Stations
- Beachcombing and litter on beaches.
- Maintaining 148 Veteran Squares
- Flail mowing throughout entire city.
- Maintaining vacant lots.
- Clean & Liens
- Assisting other Departments within DPI for special events
- Cleaning of Harbor & Cove Walks
- Fence installs and repairs throughout city
- Building, repairing, & maintaining garbage barrels, benches, & picnic tables.
- Snow Removal
- Assists with Sand Barrels(winter)

Other Responsibilities for Park Maintenance & Forestry Superintendent

- Implement and enforce all safety rules and regulations for all DPI employees and manage all departments in compliance with OSHA and MA DLS regulations
 - Water
 - Wastewater
 - Highways
 - Engineering
 - Cemeteries
 - Implement and complete all safety related audits
 - Forestry
 - Electricians
 - Mechanics
 - Park Maintenance

- Supervise & train new Health & Safety Officer (see attached for all rules, regulations, procedures, & activities associated with this process.)
- Supervise & train new Storekeeper(s) due to personnel changes.
 - Responsible for all aspects of the day to day responsibilities of our Storekeepers.
 - Oversee all purchasing by authorizing all purchase orders given with a multimillion dollar budget.
 - Manage the output of tools and equipment
 - Implement and oversee all inventory procedures.
 - Oversee Yard day-to-day processes and production;
 - make sure proper usage and safety maintenance on machinery, equipment, and vehicles;
 - make sure all yard personnel are being both productive and safe while in yard.
 - Oversee Bristol County Sheriff inmate projects.
 - Oversee other Volunteer projects

Health & Safety Officer

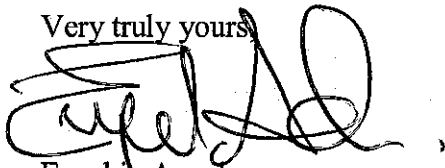
- Monitor developments and trends in regulatory requirements and best management practices for OSHA and MA DLS Guidelines
- Coordinate with the City's Employee Safety Committees
 - Monthly employee safety meeting
 - Monthly department head safety meeting
- Create and maintain emergency plans to prepare for non-routine work-place safety incidents that may occur
- Work with NBPD on safety issues. Began Active Shooter program within Municipality buildings.
- Provide assistances to all personnel regarding any and all workplace safety and health issues
- Develop internal policies and coordinate safety and health strategies
- Coordinate and provide all OSHA trainings required
 - Organize Training Rosters for both in-house and outside Safety trainings
 - Teach in-house OSHA Safety Programs and Annual refreshers
 - Coordinate and Teach State approved continuing education classes for Hoisting License
 - Coordinate and Teach 40 Hour HAZWOPER and 8 Hour refresher
 - Administer and update safety training database
 - Tool Box Talks (Small trainings done at jobsite)
- Evaluate current equipment, products, facilities, processes, as well as, those planned for future use

- Monthly checklists
- Daily and spontaneous checks
- Define, investigate, and remediate safety issues
- Perform follow up inspections to verify success of mitigation efforts
- Responsible for all random drug testing of employees
- Perform all tasks relevant to injury/accident investigation
 - Complete injury/accident investigation forms
 - Define root cause and formulate solution to prevent reoccurrence
 - Recordkeeping of all injuries/accidents
- Arrange and perform safety inspections (both regularly scheduled and spontaneous) of city property and work sites
 - Perform job safety analysis
 - Provide record of inspection and produce report for improvement
 - Inspect and replace safety related equipment and PPE
- Exercise the independent authority to shut down a worksite due to imminent danger, serious safety risks and/or potential risk of injury to any person
- Inspect contractor worksites for compliance with general safety requirements
- Implement, complete, review, and enforce safety forms
 - Complete and review safety coordination assessment forms
 - Collect and review trench inspection forms done by competent person
 - Collect and review confined space entry forms
 - Collect and review LOTO inspection forms

I am available to answer any questions that you may have regarding this request.

Thank you for your consideration in this matter.

Very truly yours,



Euzebio Arruda
Commissioner