



## Town of Needham Building Maintenance Department

### *Job Posting*

Title:                      Craftsworker

Position:                 Full-time

Hourly Salary Range:   \$26.51-\$35.78

The Town of Needham is seeking a qualified individual to fill the full-time position of **Craftsworker** for the Building Maintenance Department. This position performs a range of general and/or specialized maintenance, installation, and repair activities, and assist skilled trades staff in support of the overall maintenance of school and town buildings.

#### **Duties and Responsibilities (these duties are a general summary and not all inclusive):**

- Perform seasonal grounds maintenance (snow removal); install and repair floors and ceilings and various types of tiles; perform exterior and interior painting functions.
- Assist in performing general maintenance and repair of motorized ground maintenance equipment; coordinate deliveries to transfer station; assist skilled trades staff in installation, renovation, and repair projects.
- Perform general maintenance and equipment operation functions, including use of heavy and light motorized equipment as required.
- Perform laboring duties using power equipment.
- Monitor school and Town facilities and make recommendations for preventive maintenance; order supplies and equipment for purchase; and maintain inventory of appropriate supplies.
- Assist in overall maintenance of school and Town buildings.
- Provide services at night or on weekends and holidays at the request; participate in snow and ice removal efforts from all buildings as assigned.

#### **Requirements:**

- A high school diploma.
- Technical training acquired on the job or through one year or less of technical or business school.
- One to three (1 – 3) years of experience relevant to the position.
- Valid driver's license.

#### **How to Apply:**

Please upload your resume and cover letter on the Town's careers page by [clicking here](#).

Applications will be accepted until 5 PM on **Tuesday, January 2, 2024.**

*The Town of Needham is an Affirmative Action/Equal Opportunity Employer and is committed to fostering and encouraging a workplace comprised of individuals of diverse backgrounds, races, genders, abilities, religious beliefs, sexual orientation, and ages.*