



Town of Needham
Department of Public Works
Water, Sewer, and Drains Division

Job Posting

Title: Craftworker
Position: Full-time
Hourly Salary Range: \$23.96-\$29.37

The Town of Needham is seeking a highly qualified individual to fill the full-time position of **Craftworker**. Under the supervision of the Working Foreman, the Craftworker will perform technical labor to help maintain and repair the water, sewer, and drains system.

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

- Perform skilled laboring, general maintenance, small power tools and equipment maintenance, and equipment operation functions
- Assist outside contractors engaged in construction and repair activities; may act as a lead person on a maintenance work crew
- Respond to routine inquiries, requests and complaints from residents, contractors, and other Town departments
- Operate snow plowing, removal, sanding and salting equipment; and provide emergency assistance
- Maintain work area and equipment in a clean, safe, and operable condition and adhere to applicable safety and health rules and regulations; and endeavor to continuously improve services provided to taxpayers
- Clean & Inspect catch basins, sewer & drain lines and structures

Requirements:

To be considered for the position, applicants must have at least:

- A valid Driver's License and CDL Class B with Tank endorsement
- Based on principal division assignment, may require pesticide applicators license, specialized certifications, endorsements and training
- Drinking water supply or construction supervisor license, and other relevant certifications, endorsements and training
- Three (3) to five (5) year of experience in a public works environment
- General knowledge equivalent to a high school diploma and additional, specialized courses

Pre-Hire Process:

- For positions requiring a Commercial Driver's License (CDL), the Town of Needham conducts pre-employment drug testing and post-employment random drug and alcohol testing in accordance with U.S. DOT Regulations. For positions requiring unsupervised contact with children, elderly, or disabled persons, criminal offender record information checks are required

Benefits (in accordance with NIPEA Collective Bargaining Agreement and applicable Town policies):

- Defined-benefit pension plan through Needham Contributory Retirement System
- Assistance with tuition and expenses through the educational reimbursement program
- Overtime opportunities available through on-call/standby program
- "Snow Pay" stipend with participation in Snow Program
- Employer-paid training opportunities such as courses for water distribution, water treatment, and wastewater. Provides reimbursement for testing costs after successful completion. Covers membership fees for professional organizations.

How to Apply:

Application submissions should include a cover letter, resume and [Town of Needham Application](#). The preferred submission is via email as an attached file; however, any of the following methods will be accepted:

Email: hr@needhamma.gov

Fax: 781-455-0165

Mail: Human Resources Department, 1471 Highland Avenue, Needham, MA 02492

Applications will be accepted until 5 PM on **Thursday, November 12, 2020**.

The Town of Needham is an Affirmative Action/Equal Opportunity Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.