



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

Job Posting

Title: Craftsworker
Position: Full-time (40 hours/week)
Schedule: Monday – Friday; 7:00am – 3:30pm
Summer Hours: Monday – Thursday; 6:30am – 3:30pm; Fridays 6:30am – 12:30pm
Hourly Range: \$27.43 - \$31.00

Looking for a rewarding career growth opportunity that provides on-the-job training opportunities? The full-time **Craftsworker** position on the Sewer team of the Water, Sewer, and Drains division performs technical labor, operating specialized equipment to help maintain and repair the water, sewer, and drains system, handwork relating to current projects, snow and ice treatment and removal, and preparing routine records and reports.

The Town of Needham provides great benefits such as employer-paid training opportunities, professional development and certification opportunities, comprehensive medical, dental, and vision coverage options, and more. For a full list of benefit offerings, please view the "Benefits" tab at the top of this posting.

More about the Division

The Water, Sewer, and Drains Division operates and maintains the Town's water system, including supply, storage, treatment, distribution, and metering; maintains the storm drain system, including compliance with the National Pollutant Discharge Elimination System (NPDES); and maintains and cleans the sewer collection system.

CON #25075

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

- Perform routine tasks associated with connecting valve operations, installing water meters, pipeline construction, and maintenance such as cleaning culverts and drains, manual labor tasks, hot mix asphalt placement, and assisting in valve installations.
- Provide water meter inspection and support to residents within/surrounding their homes.
- Assist skilled tradespeople, including outside contractors, engaged in construction, maintenance, and repair work, acting as a lead person on a maintenance work crew, when applicable.
- Perform tasks requiring specialized skill in the maintenance and operation

- of equipment, including but not limited to pickup trucks, pump trucks, pumps, generators, sewer maintenance equipment, vactor truck, jet flush truck, CCTV truck, snow removal, sanding, and salting equipment.
- Respond to routine inquiries, requests and complaints from residents, contractors, and other Town departments.
 - Clean & inspect catch basins, sewer and drain lines, and structures.
 - Maintain work area and equipment in a regulations and operable condition, adhering to applicable safety and health rules and regulations, and endeavoring to continuously improve services provided to taxpayers.
 - Mandatory participation in the Snow & Ice Program, including treating roads with salt/chemical spreaders, plowing, snow hauling, and maintaining all equipment used.

Requirements:

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

- Valid MA Driver's License *and* CDL Class A or B
- One (1) to three (3) years of directly relevant experience.
- General knowledge equivalent to the completion of high school and specialized courses.
- Ability to work with a team or independently.
- Demonstrated communication and customer service skills with members of the public.

Preferred Qualifications or the Ability to Obtain the Following:

- CDL Tanker Endorsement, must have the ability to obtain in 6 months.
- Hoisting License Class 4E, must have the ability to obtain in 6 months.
- OSHA 10 Hour Training is required by the end of the first year of employment.
- Hoisting License Class 2B.
- CDL Class A.

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.

How to Apply:

To apply, [please submit your resume and cover letter via our applicant portal.](https://www.governmentjobs.com/careers/needhamma/jobs/4800036/craftworker-water-sewer-drains?pagetype=jobOpportunitiesJobs)

URL: <https://www.governmentjobs.com/careers/needhamma/jobs/4800036/craftworker-water-sewer-drains?pagetype=jobOpportunitiesJobs>

Applications will be accepted until **11:59 PM on February 4, 2025.**

The Town of Needham is an Equal Opportunity Employer and is committed to fostering an inclusive and encouraging workplace. There shall be no discrimination on the basis of race, age, gender, national origin, disability, religion or belief, sexual orientation, marriage/civil partnership, pregnancy/maternity, veteran status, or any other protected class. We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills, and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.

The Town of Needham will endeavor to provide reasonable accommodation to a qualified applicant with a disability unless the accommodation would impose an undue hardship on the operation of our business. If you believe you require such assistance to complete this form or to participate in an interview, please contact us at tswanson@needhamma.gov.