



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

*Job Posting*

Title: Public Works Technician  
Position: Full-time, non-exempt  
Schedule: Monday – Friday; 7:00am – 3:30pm (40 hours/week)  
Hourly Range: \$29.10-38.40

The Town of Needham is seeking a highly qualified candidate to fill the position of **Public Works Technician** within the Water, Sewer, Drains division of the Department of Public Works. The Public Work Technician performs primarily general maintenance and repair functions related to backflow prevention and cross connection control tasks.

Employees classified in the Public Works Technician job title are expected to assist in other than their primary division and may therefore be requested to perform other tasks as assigned.

This position is ideal for those looking to continue their career within municipal government while being provided great benefits such as employer-paid training opportunities, professional development and certification opportunities, comprehensive medical, dental, and vision coverage options, and more.

**CON #25101**

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

- Perform general maintenance and repair functions in support of the Public Works Department.
- Perform skilled technical, maintenance, equipment operation, and laboring functions in one or more Public Works divisions, including the use of heavy and light hydraulic and motorized or specialized equipment as required.
- Administer the operation of the backflow prevention and cross connection control program to maintain the infrastructure and integrity of the water system
  - Cross Connection Control: To perform the necessary surveys required by the Massachusetts Department of Environmental Protection annually of all commercially operated facilities in the Town of Needham for the purpose of identifying cross connections to the potable water supply
  - Backflow Prevention: To conduct regular inspections and perform annual tests on various sizes of backflow prevention devices i.e., check valves
- Document, report, and record in database form of such backflow prevention devices, issue violations, and follow-up on required scheduled corrected solutions.
- Operate light and heavy motorized equipment at an intermediate level and utilize hand and power tools as required.
- Provide assistance to outside contractors engaged in construction and repair activities.
- Maintain work area and equipment in a clean, safe and operable condition and adhere to applicable health and safety rules and regulations.

- Mandatory participation in the Snow & Ice Program, including treating roads with salt/chemical spreaders, plowing, snow hauling, and inspecting and maintaining all equipment used.

**Requirements:**

- A valid Driver's License
- CDL Class B, at minimum
- Appropriate certifications in Backflow Prevention & Cross Connection Control and training prior to hire or within 6 months upon hire

The following requirements **may be substituted** by any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities required to perform the job:

- Four (4) years of High School, plus elementary technical training, acquired on the job or through one (1) year or less of technical or business school
- One (1) to three (3) years of experience

**Preferred but not Required Qualifications:**

- Water Distribution license (D1) is preferred or the ability to obtain within 12 months of hire
- CDL Class A
- OSHA 10 Occupational Safety and Health Training Certificate

**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. Applicants are subject to a Criminal Offender Record Inquiry (CORI) check.

**How to Apply:**

To apply, [please submit your resume and cover letter via our applicant portal](https://www.governmentjobs.com/careers/needhamma/jobs/4916471/public-works-technician-water-sewer-drains?pagetype=jobOpportunitiesJobs).

URL: <https://www.governmentjobs.com/careers/needhamma/jobs/4916471/public-works-technician-water-sewer-drains?pagetype=jobOpportunitiesJobs>

Applications will be accepted until **11:59 PM on May 7, 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](mailto:tswanson@needhamma.gov).*