



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: \$24.94 - \$31.00

The Town of Needham is seeking a qualified individual to fill the full-time position of **Craftsworker** on the Sewer team of the Water, Sewer, and Drains division of the Department of Public Works. Under the supervision of the Working Foreman, the Craftsworker will perform technical labor and operate specialized equipment to help maintain and repair the water, sewer, and drains system, handwork relating to water, sewer and drain projects, snow and ice treatment and removal, and preparing routine records and reports.

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.

This position is ideal for those looking to grow their career through on-the-job training opportunities 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. For a full list of benefit offerings, please view the "Benefits" tab at the top of this posting.

CON #25033

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:

- Requires a valid MA Driver's License; CDL Class A or B.
- Requires one (1) to three (3) years of directly relevant experience.
- General knowledge equivalent to the completion of high school and specialized courses; and the ability to communicate basic project information to members of the public.
- Ability to work with a team or independently.
- Demonstrated communication and customer service skills

Preferred Qualifications or 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/4648458/craftworker-water-sewer-drains?pagetype=jobOpportunitiesJobs).
URL: <https://www.governmentjobs.com/careers/needhamma/jobs/4648458/craftworker-water-sewer-drains?pagetype=jobOpportunitiesJobs>

Applications will be accepted until **11:59 PM on September 20, 2024.**

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.