



Job Title	Craftsworker
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-Exempt

Scope of Work

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.

Supervision

Received	Shift Supervisor
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Perform seasonal grounds maintenance (snow removal); install and repair floors and ceilings and various types of tile; 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; and 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.

Other Job Functions

- Perform related duties as assigned.

Requirements of Work

High school, plus technical training acquired on the job or through one year or less of technical or business school, and one to three (1 – 3) years of experience relevant to the position.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Knowledge of equipment safety requirements and procedures.
Ability to	• Ability to follow verbal and written instructions.
Skill in	• Skill in painting, floor repairs, light carpentry, small engine repairs. • Skill in basic building trades.

Necessary Special Requirements

- Valid MA motor vehicle driver license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent periods of time spent bending, stooping, and lifting moderately heavy objects.
- Work on ladders, roofs, catwalks, high places, and limited access mechanical rooms.
- Occasional periods of time performing outside work, subject to all weather conditions.
- Continuous walking, standing, climbing, and frequent periods of time requiring sustained uncomfortable positions.
- Regular and sustained periods of time in strenuous physical exertion.
- Operation of equipment that causes loud noise level and high vibrations.
- May require the exercise of caution when operating heavy equipment and handling chemicals or other toxic materials, and the utilization of proper sanitary precautions when handling trash, garbage and other potential hazards.
- Frequent travel between municipal buildings.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer