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3/09/17

**TOWN OF HOLDEN
NOTICE OF VACANCY**

DEPARTMENT: PUBLIC WORKS

JOB CLASSIFICATION: FULL TIME SEASONAL HELPER (16 WEEKS)

SALARY RANGE: \$11.00/hour 40 HOURS/WEEK

NATURE OF WORK: This is skilled work involved in maintenance and custodial care of municipal buildings, parks, recreational areas and grounds, and cemeteries. Work involves the operation of a variety of hand and power tools, equipment and vehicles; participating in the maintenance of buildings, grounds, Highway, equipment and facilities. Work is performed under the direct supervision of the Working Foreman of the Buildings/Grounds Division or Highway Working Foreman.

EXAMPLES OF WORK: Performs maintenance on the interior and exterior of all town buildings as well as ground maintenance, including cemeteries, work on Highway related projects.

Performs varied manual tasks in connection with burials including opening and closing graves, setting up and attending burials.

Participates in general cleaning, maintenance and repair of all town buildings.

Operates a variety of tools, equipment and vehicles including gas & diesel lawn mowers; paints a variety of surfaces.

Participates in seeding, mowing, raking and fertilizing grass; cleans recreational areas; and otherwise prepares and maintains parks, forests and recreational areas and facilities for use by citizens of Holden.

Participates in tree and brush removal as assigned and Highway operations.

REQUIREMENTS OF WORK: Some experience in caring for lawns, trees and shrubs including some experience in one or more areas of the crafts and trades; graduation from high school; or any equivalent combination of experience and training. No benefits and no vacation.

Ability to lift heavy objects and to work continuously under varying weather conditions. Ability to understand and follow oral instructions. Ability to learn the safe operation of a variety of power tools, equipment and vehicles. Knowledge of the basic principles, practices and techniques of one or more of the crafts or trades.

Must possess a valid Massachusetts driver's license & be 18 years of age.

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN, MA 01520.

CLOSING DATE FOR APPLICATIONS: March 24, 2017

****FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE****

STARBARD BUILDING, HOLDEN MA 01520 (508) 210.5501

Or visit www.holdenma.gov Employment Opportunities

EQUAL OPPORTUNITY EMPLOYER

THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED