

Promotional   
Open

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4/25/16

NOTICE OF VACANCY

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS  
JOB CLASSIFICATION: BUILDING & GROUNDS LABORER-BUILDING MAINTENANCE  
SALARY RANGE: \$17.27 to \$18.86/HOUR  
HOURS: 40 HOUR WORKWEEK

**BENEFITS:** VACATION - two weeks after 1 year of continuous service depending on how many weeks worked in previous calendar year; three weeks after five years; four weeks after ten years; five weeks after twenty years. Vacation is earned on the anniversary date of the first year of employment and thereafter is credited as of January 1. **SICK LEAVE:** After six months you will accumulate 6 days and will be credited with 1 day per month thereafter to a maximum of 180 days. **PERSONAL DAYS:** 3 days per fiscal year commencing after six months of employment. Worcester Regional Retirement System; Health Insurance and Life Insurance available; **HOLIDAYS:** 11 paid holidays per year.

SUBJECT TO: 1 year probationary period  
Union Agency Shop

**TOWN OF HOLDEN**  
**Position Description**  
**FLSA: Non-Exempt**

Position Title: Laborer-Building Maintenance 2002 Department: Public Works

Reports To: Foreman – Building/Grounds Division Date: April 2016

**NATURE OF WORK**

This is skilled work primarily involved in the maintenance, upkeep, and repair of municipal buildings, including miscellaneous custodial activities.

Work involves the maintenance of Town owned buildings. Work also involves the setup and cleanup of function and meeting rooms for various Town programs, as well as special projects that may be assigned from time to time by the individual building managers. A variety of hand and power tools and equipment are operated, as well as several types of light and medium duty vehicles.

Work is performed under the supervision of the Working Foreman of the Buildings & Grounds Division. Work is reviewed in progress and upon completion for adherence to established standards of work performance. Work may be expected to be completed individually or as part of a group.

**EXAMPLES OF WORK**

Performs maintenance on the interior and exterior of Town buildings. Maintenance activities may be related to plumbing, electrical, HVAC, carpet and flooring, interior and exterior painting, masonry, and carpentry.

Performs general cleaning and janitorial services on an as needed basis. Performs specialized cleaning tasks on a regular basis, such as carpet cleaning, floor waxing, window washing, etc.

Performs snow and ice removal from all building walkways and stairs, using shovels and snow blowers, and spreading salt. Participates in the Town wide snow and ice removal operations, including the use of plows.

Works inside and outside, in all weather conditions. Works at high elevations as well as in narrow or cramped spaces.

Performs general function hall related setup/take down chores. Moves tables, chairs, and other equipment from/to storage areas. Places tables and chairs in proper locations for the scheduled event. Ensures function spaces are clean and presentable. Following events, re-arranges equipment as needed, and cleans the area.

Performs other tasks in the Buildings & Grounds Division as may be assigned, such as maintenance of landscaping and lawns, cleaning recreational and park areas, and participating in tree and brush removal.

**REQUIREMENTS OF WORK**

Experience in, and knowledge of, the general maintenance of public buildings, including one or more building related crafts and trades. Experience in working with the public on a regular basis. Experience in function hall setup activities. Experience in snow and ice removal activities. Some experience in caring for lawns, trees and shrubs.

High school graduate or G.E.D. equivalent. Ability to understand and follow both written and oral instructions.

Massachusetts Class D driver's license.

Ability to lift heavy objects and to work continuously under varying weather conditions.

Ability to work on ladders and work from heights. Ability to bend and work in tight, narrow, and/or low spaces.

Ability to learn the safe operation of a variety of power tools, equipment and vehicles.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATIONS AVAILABLE:

OFFICE OF TOWN MANAGER, STARBARD BUILDING  
1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: May 6, 2016

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE  
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501  
Or visit [www.holdenma.gov](http://www.holdenma.gov) Employment Opportunities  
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED

