



Job Title	Laborer / Trades Assistant
Department	Department of Public Works
Employment Status	Temporary Seasonal Employment
FLSA Status	Exempt
Classification	Schedule C

Scope of Work

The DPW supports a wide variety of activities and programs over the summer months, and it relies on motivated and hard-working summer help to ensure that our roads, parks, water, wastewater, and stormwater infrastructure, fleet, waste management, engineering, and buildings are all ready for the upcoming year. These jobs offer the opportunity to experience public service at its most fundamental level by providing insight into the workings of infrastructure maintenance.

Those with an interest in construction, engineering, environmental science, public service, recycling, or trades work are strongly encouraged to apply for this opportunity.

Supervision

Received	DPW staff
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.

- Leaf and rubbish collection, tree planting and removal, assembly and disassembly of spectator stands, operation of lawn and grass cutting equipment
- Support water and sewer work crews by painting fire hydrants and structures, work with metering crew, and assists at the water treatment plant
- Provide general support towards daily fleet objectives. Assist in coordinating necessary parts, scheduling appointments, processing service entries and vendor invoices. Providing shop assistance to technicians when demand is high. Organizing and cleaning as required.
- Participate in the oversight of residential drop-off program, assist in general laborer duties
- Assist field engineers with surveying and project management, scanning/organizing documents and office support

- Paint fences and other structures, assist with paving and roadway maintenance, complete masonry repairs, pavement marking installation, and washing trucks
- Provide custodial support and general assistance to the trades staff. Labor duties include stripping, waxing and buffing floors, general cleaning, and moving items. Additional duties can include providing general support for HVAC Technicians, Electricians, Plumbers, and Carpenters.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

- Trades Assistant positions require all applicants be over 18 years of age.
- Applicants under 18 years of age must submit an Employment Permit and a Town of Needham Employment Application.
- Individuals hired must complete the Form I-9 Employment Eligibility Verification.
- For positions requiring unsupervised contact with children, elderly, or disabled persons, Criminal Offender Record Information (CORI) checks are required.
- Some positions require a valid driver's license, applicants will be required to present a copy of his/her valid driver's license during the interview.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer