



TOWN OF HOLDEN

NOTICE OF VACANCY

OPEN DATE:	4/29/2024	CLOSE DATE:	Until Filled
DEPARTMENT:	Public Works		
JOB TITLE:	Seasonal Employee (Summer help 16 weeks maximum)		
SALARY RANGE:	\$16		
# OF POSITIONS:	5 (1 Highway, 3 Buildings & Grounds, 1 Water/Sewer)		
START DATE	When Available		

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, roadways, equipment and facilities. Work is performed under the direct supervision of the Working Foremen of the Buildings & Grounds or Highway Divisions.

EXAMPLES OF WORK*:

- Performs maintenance on the interior and exterior of all town buildings as well as ground maintenance, including cemeteries, work on roadway 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 tractors, sprayers, string trimmers and mowers; paints a variety of surfaces.
- Participates in seeding, mowing, raking and trimming of 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 other types of roadway 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 Class D Driver's License & be at least 18 years of age, and be subject to a CORI inquiry.

**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 assistance of a reasonable accommodation to be determined by management on a case by case basis.

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

Or online <https://www.holdenma.gov/town-manager/files/employment-application>

SEND RESUMES, COVER LETTERS AND APPLICATION TO:
OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520

Or via email at resumes@holdenma.gov.

FOR FURTHER INFORMATION CONTACT TOWN MANAGER'S OFFICE

1204 MAIN STREET, HOLDEN MA 01520 (508) 210-5501

EQUAL OPPORTUNITY EMPLOYER

THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED