



TOWN OF MEDWAY

COMMONWEALTH OF MASSACHUSETTS

JOB DESCRIPTION

Job Title:	ASSISTANT TRADES TECHNICIAN	Date:	01/24/2025
Department:	DEPARTMENT OF PUBLIC WORKS	Grade:	6
Reports To:	DPW PROJECT MANAGER	FLSA:	NON-EXEMPT

POSITION PURPOSE:

The Assistant Trades Technician performs and oversees contractors in the performance of highly and semi-skilled construction and facilities maintenance/construction tasks. Responsible for carrying out various assignments essential to the Engineering and Facilities maintenance functions and shall have a thorough knowledge of the principles and practices of construction-related maintenance per the State of Massachusetts building code and experience working with, installing, and repairing items including windows, doors, furniture, office partitions, shelving, HVAC, roofing, painting, fixtures, and other commercial building related items. The Assistant Trades Technician shall have a working knowledge of electrical, telecommunication, plumbing, and other building trades work and perform laboring and related work incidental to assigned tasks.

The Assistant Trades Technician works under the direction of the Department's Project Manager or designee and shall have the ability to recognize conditions requiring maintenance and repair. Must perform work and oversee contractors toward making these repairs as necessary, assist in prioritizing tasks, exercise proper professional and technical judgment, perform and oversee multiple projects, successfully scope projects from start to finish and comply with Town and Department policies and procedures.

The Assistant Trades Technician will read and interpret engineering blueprints and specifications as they pertain to municipal activities, interpret drawings, and sketched or verbal instructions, instruct contractors as to proper working methods, determine appropriate work procedures, and examine, inspect, and make out repair orders. Shall track, maintain, and record time and materials, observe all standard safety precautions, order stock and maintain the designated work areas, their tools and equipment. Shall be responsible for making sure that all safety practices and measures, including, but not limited to, work zone and employee safety protocols are followed.

ESSENTIAL FUNCTIONS:

- Performs skilled and semi-skilled tasks associated with building/facilities maintenance, alteration, and repair. This includes all Town-owned or operated facilities or infrastructure including work associated with other Town assets such as roads, properties, and piping systems.
- Constructs, fabricates, erects, alters, cleans, maintains, and repairs public buildings/facilities, fences, office furniture, and incidental work related to the trades group within the Division. Performs skilled carpentry work, maintains structures of cement, tile, HVAC, roofing, painting, electrical, and related building trades work and work incidental to assigned tasks as allowed by law.
- Uses methods, tools, and procedures that are necessary to complete tasks in a proper, safe, and acceptable manner. Works in close coordination with other Town departments and staff to complete tasks and projects with the least disruption to normal routines.



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- Works with blueprints, drawings, sketches, or verbal instructions; plans, lays out, and coordinates work. Determines the extent and type of work, estimates the required labor hours, materials, and equipment to develop, and provides cost estimates upon request. Prepares accurate work order forms detailing schedules, labor, equipment, and material costs of a particular task. This may be done in conjunction with an automated and computerized work order management system.
- Orders and maintains an adequate inventory of essential stock items, tools, and supplies.
- Utilizes hardcopy and electronic data, such as scanned plans, tie cards, account information, and geographic information to perform operational and field activities.
- Oversees contractors engaged in work pertinent to maintenance, repair, or construction.
- Reviews environmental impact on work to be performed and recommends implementation of remedial and/or corrective actions.
- Provides for compliance with hazardous material storage.
- Shall respond to any departmental operational need or broader municipality-declared emergency that requires interdepartmental or inter-community support and coordination such as, but not limited to, events associated with public safety, public health, storm or disaster response.
- Performs special projects and related responsibilities as initiated and assigned.

SUPERVISION:

Works under the general supervision of the Department of Public Works Project Manager, and the Department of Public Works Deputy Director.

RECOMMENDED MINIMUM QUALIFICATIONS:

High school graduate with a minimum of five (5) years of demonstrated experience in building and facilities construction and maintenance.

A Massachusetts Class B Commercial Driver's License (CDL) and Massachusetts hoisting licenses 2A, 1C, and 4G to operate the complete line of Department equipment



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KNOWLEDGE, ABILITY, AND SKILL:

Knowledge of principles, practices, and techniques of skilled carpentry and related building maintenance and construction skills and current applicable codes. Ability to practice safe and efficient use of tools and equipment following rules and regulations relative to proper safety codes. Ability to communicate effectively and tactfully with the public, coworkers, and other employees, departments, officials, and other agencies.

The Assistant Trades Technician must be able to work alone without close supervision and work from plans and specifications. The Assistant Trades Technician must exercise proper professional and technical judgment, and work scheduled and unscheduled overtime as may be required.

The Assistant Trades Technician must possess the ability to communicate efficiently both verbally and in writing and be able to work under pressure and time constraints to meet deadlines.

Employee shall have a demonstrated knowledge of personal computing skills employing Microsoft Windows-based software as well as other integrated software systems; Demonstrated report preparation employing the effective use of the written word and the compilation of analytical data.

Ability to identify areas to be improved upon and subsequently prepare and recommend modifications to systems and procedures.

Keeps abreast of the latest technological innovations of Division activities by attending courses and reviewing trade journals. Employs methods of work designed to promote and maintain safety and well-being and to instill safety awareness; performs regular safety appraisals and takes prompt corrective action as needed; maintains current safety and training programs.

PHYSICAL REQUIREMENTS:

The Assistant Trades Technician will be able to perform physical requirements necessary to carry out duties such as but not limited to climbing ladders, heavy lifting, bending, reaching, and other motions typical of building construction and maintenance activities. Comply with Town and Department policies and procedures.

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 essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.



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WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee regularly works in outside weather conditions of all types. The noise level in the work environment is usually moderate to high.

NOTES:

The essential functions or duties listed herein are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.