



City of Framingham, MA

September 17, 2026

Position Vacancy

RFP #27-027-01

Position: Building Maintenance Worker
Department: Facilities Management
Grade: M-5 Full Range: \$57,176 - \$73,963
Anticipated Hiring Range: \$57,176 - \$64,389
Schedule: Monday, Wednesday & Thursday 7:00 a.m. to 3:30 p.m.
Tuesday 7:00 a.m. to 5:00 p.m.
Friday 6:30 a.m. to 1:00 p.m.
40 Hours per week



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street, Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Employee will perform routine and extensive preventative maintenance and repair procedures on all City Owned Buildings and Grounds. Performs variety of skilled duties in one or more of the building trades such as painting, carpentry, or other recognized crafts for the purpose of the general maintenance and repair of buildings.

The employee works independently and must be able to respond to changing priorities, emergencies, special events, and facility needs. Work may be performed at multiple City locations and may require evening, weekend, holiday, and emergency assignments. Employee is required to perform all similar or related duties.

Essential Functions/Primary Duties:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be 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.

1. Perform routine, repetitive daily inspection and maintenance necessary to building's exterior/interior.
2. Assist and performs with installation, maintenance, repair and construction work in the basic building maintenance trades such as carpentry, painting, locksmith, carpet and mechanics.
3. Performs the full range of journeyman level carpenter duties in the construction, finishing, and repair of buildings, furniture, and other wood products.
4. Performs warehouse duties in connection with receiving, storage and distribution of material as follows: Receives warehouse goods and materials and checks them against purchase orders and delivery documentation to ensure correctness of merchandise and proper condition.
5. Maintains inventory warehouse and shelving in clean and orderly conditions.

6. Inspect and performs general grounds keeping on all Buildings and Grounds on a daily basis and communicates with management regarding proper grounds keeping and general clean up and maintenance.
7. Informs management when supplies are running low and provides a list of supplies for new orders.
8. Maintains accurate records of preventative maintenance schedules.
9. May perform weekly safety checks throughout facilities to ensure a safe and clean environment for patrons and to eliminate all hazards.
10. Performs custodial duties as required; including, but not limited to: vacuuming offices, disposing of trash and recycling, washing floors, and cleaning and sanitizing rooms.
11. With other skilled trade staff in the department, participate in coordination and/or implementation of larger projects requiring multiple trades.
12. Assists maintenance staff, when required to meet department's goals and objectives.
13. Prepares for the set up and break down for various events. Coordinates with management to determine proper furniture arrangement, technical equipment required, or other needs required.
14. Required to ensure the security of buildings. Secure and locks windows and doors, sets security alarms, and turns off lights.
15. Prepares voting area locations for elections including delivery and set up of equipment.
16. Must be able to work such shifts and schedules as required and under varying weather conditions.
17. Operates snowplow and sanding/salting truck to remove ice and snow from roads, which require early morning starts, extended hours, and weekend duty including holidays.
18. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.
19. Ability to effectively present information and respond to questions, inquires, and/or complaints.
20. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.
21. Informs Director of safety hazards and potential projects within City properties.
22. Removes snow, ice, leaves, dirt and debris from walkways and stairs to maintain safe entry into City buildings for visitors.
23. Performs landscaping work on City grounds.
24. Provides courier services to City officials as required.
25. Attends training as required to perform duties.
26. Stocks and delivers paper supplies to offices located within Memorial Building.
27. Raises and lowers flags at City buildings for half-staff notifications.
28. Cleans City owned parking lots and garages and collects daily revenues from collection boxes and parking meters.

Qualifications:

- **Education and Experience:**
 - Must have a standard high school or vocational school diploma, or have obtained a General Equivalency Diploma (GED).
 - Must have knowledge of hand and power tool use, techniques, equipment and procedures required in the performance of routine building and grounds maintenance.
 - Must have knowledge of building maintenance, repair, preventative maintenance, and applicable safety practices.
 - Must have experience in snow removal, including snow plow operation and snow blowers.
 - Additional vocational, technical, trade training or previous work experience in building maintenance or construction preferred.
 - Experience in municipal, commercial, institutional, or multi-building facilities maintenance preferred.
- **Special Requirements:**
 - Valid Massachusetts Class D driver's license.
 - Hydraulic Hoisting License, 2A, or ability to obtain within twelve (12) months of hire.
 - OSHA 10 Certification preferred.
 - Satisfactory results of MA CORI/SORI background check and Framingham Police Department background check are a requirement for hire.

- Satisfactory results of a pre-employment physical and substance screening are a requirement for hire.
- **Ability to:**
 - Work in a high security 24-hour environment.
 - Work to work at multiple City facilities and locations as required.
 - Work varying schedules, including evenings, weekends, holidays, extended hours, and emergency assignments.
 - Establish and maintain effective working relationships with supervisors, City staff, co-workers, contractors, vendors and the general public.
 - Understand and comply with all applicable City and department general policies, safety policies, procedures, training requirements, and personal protective equipment requirements.
 - Safely operate vehicles, power tools, maintenance equipment, and snow removal equipment.
 - Work effectively both independently and as part of a team.
 - Troubleshoot and resolve routine maintenance problems.
 - Plan, prioritize, and complete multiple assignments.
 - Adapt to changing priorities and emergency situations.
 - Plan and prioritize work.
 - Communicate effectively both in writing and verbally.

Supervision Received:

Works under the general supervision of the Director and Operations Manager of the Capital Projects & Facilities Management Department, with daily direction and technical guidance from the Maintenance Supervisor.

The employee is expected to follow established procedures, exercise sound judgment, work independently, and seek guidance when assignments are complex, unusual, or outside established practices.

Supervisory Responsibility:

The Building Maintenance Worker does not have any supervisory responsibility.

Working Conditions

Work is performed in a variety of indoor and outdoor environments and may involve prolonged standing, walking, bending, stooping, kneeling, crouching, reaching, climbing, lifting, carrying, pushing, and pulling.

The employee may be exposed to noise, dust, dirt, grease, odors, chemical fumes, cleaning products, heat, cold, weather extremes, machinery, moving equipment, elevated work areas, ladders, scaffolding, and confined or cramped spaces. Appropriate safety procedures and personal protective equipment must be used.

The position requires the ability to safely move tools, equipment, materials, supplies, furniture, and other items necessary to perform assigned duties. Appropriate equipment and assistance must be used when necessary. The employee must be available to respond to emergencies and may be required to work evenings, weekends, holidays, extended hours, and on a 24/7 emergency-response basis.

Physical Demands:

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 the position's essential functions.

The employee must be able to perform physically demanding work, including standing (i.e. remaining stationary) and walking (i.e. traversing physical distances) for extended periods; lifting, carrying, pushing, and pulling materials

and equipment; climbing stairs and ladders; working from elevated surfaces; and bending, stooping, kneeling, crouching, reaching, twisting, and working in confined or awkward spaces.

Occupational Risks:

This position involves exposure to occupational hazards associated with performing general building and ground maintenance. Personal injury could occur through the employee's failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls; or cuts, burns, and muscular strains from the improper operation and lifting of tools and equipment.
