City of Framingham, MA

October 26, 2026

Position Vacancy

RFP #27-041-01

Position: **Building Maintenance Worker**

Department: **Facilities Management**

Grade: **Anticipated Hiring Range: (M-5) $57,176 - $59,485**
Eligible for shift differential and overtime pay

Schedule: **Monday, Wednesday, Thursday 2:30 p.m. to 11:00 p.m.**
Tuesday 12:30 p.m. to 11:00 p.m.
Friday 12:00 p.m. to 6:00 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:

The Building Maintenance Worker performs routine and extensive preventative maintenance, repair, cleaning, grounds maintenance and general up-keep of City-owned buildings, facilities, grounds and parking areas. Work includes a variety of skilled and semi-skilled building trades including carpentry, painting, locksmithing, flooring, basic mechanical repairs, landscaping and snow and ice removal.

The employee works independently on routine assignments 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.

Essential Functions/Primary Duties:

The essential functions or duties listed below are intended only as illustrations of the various types 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 inspections, preventative maintenance, repairs, and general upkeep of city buildings and facilities.
2. Perform skilled and semi-skilled work in carpentry, painting, locksmithing, flooring, plastering, masonry and basic mechanical maintenance.
3. Perform carpentry work involving the construction, installation, finishing, alteration, and repair of buildings fixtures, furniture, doors, and other wood products.
4. Troubleshoot and repair routine building maintenance problems.
5. Operate hand tools, power tools, ladders, scaffolding, vehicles, and other maintenance equipment safely.
6. Perform custodial duties as needed including cleaning floors, restrooms, offices, and common areas;

removing trash and recycling; and maintaining clean and orderly facilities.
7. Perform landscaping, grounds maintenance, seasonal cleanup and general exterior maintenance.
8. Remove snow and ice from sidewalks, stairs, entrances, parking areas and other City properties.
9. Operate snowplows, snow blowers, sanding/salting equipment, and other snow removal equipment.
10. Conduct facility safety inspections and report or correct hazards as appropriate.
11. Maintain preventative maintenance records and monitor maintenance supplies and inventory.
12. Receive inspect store and distribute maintenance materials and supplies.
13. Assist with meetings, events, elections, room setups, seasonal decorations, and other special assignments.
14. Secure City buildings by locking doors and windows, setting security systems and ensuring lights and equipment are properly secured.
15. Clean and maintain City-owned parking lots and garages and perform assigned revenue collection duties.
16. Work collaboratively with other maintenance and skilled-trades staff on larger projects.
17. Respond to emergency maintenance and facility needs during and outside normal business hours.
18. Communicate professionally with City employees, supervisors, contractors, vendors and members of the public.
19. Report safety hazards, maintenance concerns, supply needs and potential projects to appropriate management.
20. Attend required training and perform other related duties as assigned.
21. Comply with all City safety policies, procedures, training requirements and personal protective equipment requirements.

Qualifications:

- At least three years of experience in building maintenance, construction, facilities maintenance, or a related field.
- Vocational or technical training beyond high school or an equivalent combination of education training and experience.
- Experience using hand tools, power tools and maintenance equipment.
- Experience with snow and ice removal and operation of snow removal equipment.
- 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.
- Knowledge of building maintenance, repair, preventative maintenance, and applicable safety practices.
- Skills in carpentry, painting, masonry, flooring, general repairs, landscaping, and snow removal.
- Ability to troubleshoot and resolve routine maintenance problems.
- Ability to plan, prioritize, and complete multiple assignments.
- Ability to work independently and as part of a team.
- Ability to adapt to changing priorities in emergency situations.
- Ability to work in a high-security, 24-hour environment and in multiple facilities and locations as required.
- Effective verbal and written communication skills.
- Ability to interact professionally with employees, contractors, vendors, and the public.
- Ability to safely operate vehicles, power tools, maintenance equipment and snow removal equipment.
- Experience in municipal, commercial, institutional, or multi-building facilities maintenance.
- 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.
- Must be able to work varying schedules as needed, including evenings, weekends, holidays and extended hours, and emergency assignments.

Supervision Received:

Works under the general supervision of the Director and Operations Management 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.

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