



DANIEL RIVERA  
MAYOR

FRANK BONET  
PERSONNEL DIRECTOR

*City of Lawrence*  
*Personnel Department*  
*City Hall, Room 303*  
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*Lawrence, Massachusetts 01840*

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## EMPLOYEE JOB POSTING

**Title:** Working Foreman - Carpenter  
**Department:** Building & Facilities Public Property - DPW  
**Pay:** Grade 11 (\$29,216.4 base salary plus \$2.00 additional per hour)  
**Union:** Tradesmen

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**Duties:** Under the direction of the Building & Facilities Supervisor the employee shall:

- Reviews work orders, sketches and diagrams to determine material, equipment and personnel necessary to complete required work
- Determines the need for maintenance or repair of building structures or the maintenance, repair or replacement of equipment to provide appropriate information to superiors
- Maintains records on such matters as work progress, work completed, materials and equipment used, and inventories
- Performs related duties such as requisitioning supplies and equipment to provide appropriate information to superiors
- Perform routine maintenance and repairs
- Maintain annual preventive maintenance plan and emergency plans
- This position reports to the Building and Facilities Supervisor
- Work with Building and Facilities Supervisor to prepare, request, and review bids for services
- Communicate maintenance needs to the Building and Facilities Supervisor
- Other Duties as required



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**Qualifications:**

At least 5 years' experience, and skilled, in the carpentry trade, confirmed technique in the selection of equipment and materials. Demonstrate knowledge of state and local codes. This position requires a possession of a current and valid driver's license. CDL driver's license is a plus.

Working knowledge of related trades such as carpentry, electrical and plumbing skills. Five years of journey-level painting experience, at least two or three of which includes group-leading experience.

**Appointing Authority:** \_\_\_\_\_

A handwritten signature in blue ink, appearing to read 'Dan Rivera', written over a horizontal line.

**Dan Rivera, Mayor**

**Posting Date:** August 17, 2017

**Deadline Date:**

**APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE**  
*Application and Full Job Description Available in the City Personnel Department*  
*The City of Lawrence is an Equal Opportunity Employer*

**REASONABLE ACCOMMODATIONS** are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and/or hiring process, please notify the Personnel Director at (978) 620-3060. The decision to grant reasonable accommodations will be made on a case-by-case basis.