**Town of Plainfield**

**Request for Applicants**

**Position: Handyman (Part Time)**

**Reports to: Building Committee**

**Job Description**:

The Town of Plainfield is seeking candidates to provide handyman services on an as needed basis. Applicants should be able to respond to service requests and building checks within 24 hours.

**Responsibilities:** Check town buildings including basement and crawlspaces within 24 hours after weather events for wind and water damage; Make minor interior and exterior carpentry repairs, adjust hardware on windows, doors and other building components, replace lamps in light fixtures, perform deferred maintenance tasks including repairs to damaged finishes including, but not limited to, wall patching, caulking and minor painting as needed; Identify deficient systems and components that require maintenance and report to building committee; Communicate with building committee, staff and town employees regarding service requests and perform other similar tasks as may be requested.

Successful candidate will have minimum 5 years of experience working in general carpentry or building maintenance with a general knowledge of materials, techniques and tools typically used in maintenance and repair of carpentry / plumbing / electrical systems and possess tools necessary to complete routine maintenance tasks. Candidates must have good communication skills when assessing work orders or reporting observed preventative or corrective maintenance to the Building Committee including knowledge of basic computer skills, use of email and the ability to read technical drawings.

**Compensation**: Hourly with a range of $25 to $35 based upon qualifications with a maximum of 120 hours per year and an average of 20 hours in any given month. Work schedule is flexible except for weather related tasks. This is a non-benefit eligible position. Plainfield is an EOE employer.

Send email expressing interest including work resume with the subject ‘Handyman’ to plapointe@town.plainfield.ma.us or send letter of interest and resume to Building Committee, Town of Plainfield, 304 Main Street, Plainfield, MA 01070.