



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

April 7, 2017

**Job # 2017-008
Human Resources
Room 306**

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Assistant Harbormaster (part-time position)
Haverhill Police Department

HOURS OF WORK: Must be available weekday hours as requested; must work one weekend a month

SALARY: As negotiated

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Mayor, or the Mayor's designee, will patrol waterways and when called upon by the Haverhill Police or Fire Department or appropriate federal or state authorities will assist in search and rescue efforts. See Standing Order/Police Department special order of 5/23/94.

Assistant Harbormaster will patrol all waterways within the City as directed and will assist as required in search and rescue efforts: will enforce all federal, state and local laws pertaining thereto. During the winter months, the Assistant Harbormaster shall regularly examine the thickness of ice surfaces, and declare and post whether the ice is safe or unsafe for the purposes of skating and other recreational uses. Implement a plan for clearing snow on municipal skating areas.

Assistant Harbormaster shall conduct water safety courses through the Recreation Division as requested. Assistant Harbormaster shall provide water safety information through the School Department as requested.

Assistant Harbormaster shall maintain radio communication with the Police and Fire Departments and shall be dispatched in an emergency situation through the same. Assistant Harbormaster shall assist local law enforcement authorities in the prosecution of any violations discovered and investigated by the Harbormaster.

Assistant Harbormaster shall not interfere with the activities of any other public safety official. In the event of life threatening incident/rescue, the Senior Fire Official shall be in charge at the scene.

Assistant Harbormaster shall report regularly to the Mayor or his/her designee. Assistant Harbormaster will file reports as directed by the Mayor or his/her designee. All duties and responsibilities shall be carried out in a cooperative manner as directed by the Mayor. In time of emergency, and as requested by the Mayor, the Assistant Harbormaster will assist in transporting nurses and other key personnel to their assignments.

The duties listed above 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.

(OVER) 



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QUALIFICATIONS:

High school diploma. Must possess a current and valid Massachusetts's Driving License. Must be familiar with Merrimack River.

Shall attend and complete all courses and programs required for CPR per Massachusetts General Laws and courses required by the City.

Keep records and prepare reports.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

PHYSICAL REQUIREMENTS:

While performing the duties of the job, the employee is frequently required to walk, stand, talk and/or hear. The employee is frequently required to use hands to handle or operate objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee is occasionally required to sit. While performing the duties of the job, the employee works in all outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. Attendance is mandatory during day hours as requested.

CLOSING DATE:

FRIDAY, April 21, 2017

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php .

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2017-008 WHEN APPLYING ONLINE.