



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

July 19, 2016

**Job #2016-033
Room 306
Human Resources**

**PLEASE POST
ANTICIPATED OPENING**

**POSITION: BUILDING MAINTENANCE CRAFTSMAN/CUSTODIAN
Citizens Center**

HOURS OF WORK: 35 hours per week - Scheduled to be determined

**SALARY: \$17.88-\$18.99 per hour
(According to Contractual Salary Schedule)**

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Maintenance duties will include all carpentry, electrical, plumbing repairs, painting and floor application necessary in the Citizens Center. The exterior maintenance includes general building repairs, grounds keeping chores and snow removal.

Receives and responds to work orders for various repairs from the Director of the Citizens Center or designee.

Custodial duties include but not limited to: sweeping, vacuuming offices and hallways, washing floors and windows and preparing rooms for daily functional activities.

Maintain building equipment by performing various routine and special maintenance duties as required.

May be required to perform similar duties as above at parks, playgrounds and Veterans' Memorial Skating Rink.

Perform all other general duties as directed by the Director of the Citizens Center.

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.



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights of 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory. Able to work in constant cold conditions.

QUALIFICATIONS REQUIRED:

Two (2) years' general maintenance and carpentry experience required. Must have knowledge of basic carpentry, plumbing, painting and electrical skills. Must be able to operate power equipment, such as common hand tools etc.

Must be able to understand and follow written and oral instruction. Valid driver's license and vehicle required.

Position subject to successful CORI (criminal background) check. May also be required to work nights and/or weekends.

CLOSING DATE:

FRIDAY, AUGUST 5, 2016

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.ci.haverhill.ma.us/departments/human_resources/docs/application_updated_03_13_14.pdf .

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB #2016-033 WHEN APPLYING ONLINE.