



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

January 10, 2018

Job # 2018-001

INTERNAL POSTING

PLEASE POST ANTICIPATED OPENING

POSITION: General Foreman
Public Works-Highway/Park Division (Civil Service position)

HOURS OF WORK: Monday – Friday 7:00 a.m. – 3:00 p.m.
Full-Time/40 hours per week

SALARY: \$24.84 - \$29.65 per hour
(According to contractual salary schedule)

FUNCTION:

Under the direction of the Highway Superintendent, assist in organizing, planning and supervising all activities of the Highway Department.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position is responsible for assisting in the planning, organizing and supervising of all operations performed by the Highway Department. This would be done in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions; including supervising crews and crew leaders, managing and directing work to ensure proper equipment and personnel are available, responding to public inquiries, reviewing completed work for compliance and safety and maintaining the organization and cost efficiency of jobs.

ILLUSTRATIVE DUTIES:

Supervise assigned staff. Assist in planning, assignments and supervises all maintenance work performed by the Highway Department. Coordinates work of each crew with work of other crews. Completes on-site inspections of daily activities to ensure that proper personnel and equipment are in place and to ensure completed work for compliance and completion. Assist in planning and prioritizes tasks and jobs. Coordinates equipment and personnel requirements for jobs prioritizing and allocating to need. Assists in coordinating equipment and personnel for specific project needs such as building and maintaining roads, snow removal, overlay, hot mix, etc.

Follows established purchasing rules and regulations. Maintain good public relations by informing the public of projects on or nearby their property and listening/responding to complaints or requests. Attend work on a regular and dependable basis. Interacts in a professional and respective manner with city staff and the public.

May occasionally be required to operate CDL vehicles.

The duties listed above are intended only as illustrative 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.

QUALIFICATIONS:

High school diploma (or GED) required with seven to ten years of supervisory experience and heavy and light equipment operation and road maintenance experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this job.



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Good knowledge of the objectives, philosophy, principles and practices of modern highway operations and construction. Knowledge of MA Chapter 90 program, Manual of Uniform Traffic Control, street paving, and road construction.

Ability to plan and coordinate programs and functions of the department. Ability to establish and maintain effective working relationships with subordinates, municipal officials, other departments and utilities and general public. Ability to express oneself clearly and concisely, orally and in writing. Must have strong supervisory skills with demonstrated road maintenance abilities.

This position requires effective oral and written communication skills, excellent interpersonal skills and ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software.

Candidate must possess the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Adheres to all City of Haverhill policies and procedures. Acts as a role model within and outside the work environment. Performs duties as workload necessitates. Maintains a positive and respectful attitude. Communicates regularly with supervisor about department issues. Demonstrates flexible and efficient time management and ability to prioritize workload. Demonstrates awareness and understanding of the various internal and external cultures that utilize department services. Consistently reports to work on time prepared to perform duties of position. Meets City of Haverhill productivity and quality standards.

This position requires Drug and Alcohol testing in compliance with the Department of Transportation regulations and the City of Haverhill's Drug and Alcohol policy.

PHYSICAL REQUIREMENTS:

Position expected to be available or on-call 24/7. Often works long hours especially during the snow removal season and other kinds of inclement weather. Work is performed both in the field and office-setting with frequent interruptions from customer phone calls, city staff, company representatives, and citizens. A great deal of mobility is required for attendance at various meetings and touring various work sites of Public Works projects in all kinds of weather and with usual hazards associated with the construction sites. Use of PC work station for some hours; lift up to 25 pounds on occasion. Must be able to walk and or stand or for the majority of the shift; drive to various work sites throughout the city, climb or descend stairs; do routine lifting, bending, reaching and stooping. Attendance is mandatory.

Applicants will be required to undergo a pre-employment physical and background check including CORI screening prior to appointment.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must hold a valid Massachusetts driver's license and must possess a valid Commercial Driver's License.

CLOSING DATE:

OPEN UNTIL THURSDAY, JANUARY 18, 2018

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 # 2018-001 WHEN APPLYING ONLINE