



Haverhill

Human Resources Department, Room 306
Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com
Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

JULY 17, 2017

**JOB # 2017-026
ROOM 306
HUMAN RESOURCES**

**PLEASE POST
ANTICIPATED OPENING**

POSITION: **JR. ENGINEERING AIDE/DRAFTSMAN**
Engineering Department

HOURS OF WORK: **Monday – Friday, 7AM-4PM**
(40 hours/week)

SALARY: **\$645.49 - \$744.54 per week**
(According to contractual salary schedule)


GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs work under close supervision requiring a basic knowledge of engineering drafting techniques and principals and the use of traditional and electronic drafting instruments and their associated procedures and operations and sub-professional engineering tasks of limited difficulty and responsibility.

Duties include assisting the general public as required to perform research of filed plans and record information and fulfill the duties listed below. May also perform basic and limited functions to do deed and property research and acquire additional information as directed by the engineer.

Duties would include preparing, drawing/digitizing and reproducing graphic standards, sketches, charts, maps, plans and permits; transferring tabular data to graphic form; record and compile engineering data and make minor calculations; assisting in the filing, maintenance and updating of maps, plans, permits and records. Duties shall also include assisting the general public face to face and answering the telephone as required.

Perform additional duties as assigned. 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.

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QUALIFICATIONS:

Applicants must possess a high school diploma and additionally have training and familiarity with engineering and drafting techniques and ability to read and understand plans and maps. Applicants must be fully computer literate and familiar with all Microsoft Office programs. Applicants must also have previous knowledge of the use and operation of AutoCAD and be familiar with Geographic Information System program use and operation. Customer service skills are a must.

PHYSICAL REQUIREMENTS:

Frequent physical effort will be 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.

Position will also consist of sedentary periods while working on a computer. Ability to walk or stand continuously to service the public will also be a necessity. Attendance is mandatory.

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

CLOSING DATE:

MONDAY, JULY 31, 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 # 2017-026 WHEN APPLYING ONLINE.