



# Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

September 28, 2016

Job # 2016-045

## **PLEASE POST ANTICIPATED OPENING**

**POSITION:** MEO/Groundworker/Laborer (Civil Service position)  
Department of Public Works – Highway/Park Division

**HOURS OF WORK:** 7:00 a.m. – 3:00 p.m. Monday through Friday  
40 hours per week

**SALARY:** \$15.89 - \$19.08 per hour  
(According to contractual salary schedule)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Cut grass with hand or power mowers; rakes, collect leaves from city property; trims hedges, shrubs, bushes, and small trees; uses chainsaws, picks up trash, litter, and other discarded materials; delivers supplies and may install equipment, ornaments, statues, and other material; shovels, plows, or otherwise removes snow from walkways and streets in public parks or at municipal buildings; does rough painting of fences, benches and other objects; does pick and shovel labor in landscaping, occasionally collects refuse from parks and city lands using small refuse packer truck and performs other tasks related to maintaining public grounds. At times may be required to perform laboring duties in the Highway Department. Operates trucks with rated capacity of more than 3 tons and up through 9 tons, large tractors and equipment such as snow loaders and sidewalk plows.

Other duties may include but is not limited to:

Pruning of trees and shrubs, and cutting and clearing of foliage. Planting, fertilizing and spraying of shrubs, trees, flowers, and grass. Load and remove of brush and logs. Operate small sidewalk sweeper. Operate leave vacuum and chipper. Operate riding mowers and sidewalk plows. Remove snow or ice and spread sand when needed. Clean up after work is completed. Load and unload trucks, pick up and haul material, plow and sand highways. Maintain, grease, oil and clean equipment associated with parks maintenance. Performs related tasks as required.

The duties listed above are intended only as illustrations of the various types of work that the position will perform. 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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## **SUPERVISION RECEIVED:**

This position falls under the supervision of the Superintendent of Highway/Park Department and/or his/her designee following all related work orders.

## **QUALIFICATIONS NEEDED:**

High school diploma. Possession of the proper class of current and valid Massachusetts Motor Vehicle Operator's license/Commercial Driver's License (CDL) issued by the Registry of Motor Vehicles. Must have at least two years' experience as Motor Equipment Operator or Groundswoker/Laborer position.

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:**

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. Frequent movement in and out of equipment and vehicles.

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 outside weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance and punctuality is mandatory.

## **CLOSING DATE:**

**MONDAY, OCTOBER 10, 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](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](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2016-045 WHEN APPLYING ONLINE.**