



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

March 21, 2017

Job # 2017-005

Room 306

Human Resources

**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: \$16.17 - \$19.41 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.

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

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, APRIL 3, 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 # 2017-005 WHEN APPLYING ONLINE.