



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 28, 2017

JOB # 2017-007

ROOM 306

HUMAN RESOURCES

PLEASE POST
ANTICIPATED OPENING

POSITION:

Motor Equipment Operator(LHS/B&G)/Laborer position
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:

\$17.02 - \$20.71 per hour
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Operates trucks with a rated capacity of more than 3 tons, large tractors and equipment such as road sweepers, snow loaders, dump trucks, leaf loaders, snow fighters, sidewalk rollers, sidewalk plows, graders, bull dozers and road flushers.

Load and unload trucks; pick up and haul material; plow and sand highways; grease, oil and clean equipment; change tires; perform minor maintenance. May operate equipment normally operated by a Motor Equipment Operator and/or perform manual labor duties.

Operate hoisting equipment such as backhoes, cranes, power shovels, trench diggers, front end loaders, and catch basin machines where the equipment meets the above definition and where a special license from the Massachusetts Department of Public Safety is required. Change tires and batteries; service and make minor adjustments to equipment. Works under the supervision of the DPW Director and/or his/her agent(s).

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.

QUALIFICATIONS:

Two years' experience as a semi-skilled worker in a municipal street and/or sewer department and completion of a standard grade school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a Hydraulic License to operate a front-end loader and backhoe. Possession of the proper class of a current and valid Massachusetts Motor Vehicle Operator's License/Commercial Driver's License (CDL) I/II issued by the Registry of Motor Vehicles. Bilingual ability a plus. Must pass pre-employment physical.

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.



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

CLOSING DATE:

FRIDAY, APRIL 14, 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 # 2017-007 WHEN APPLYING ONLINE.