



# Haverhill

Human Resources Department, Room 306  
Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)  
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HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

**June 16, 2017**

**JOB # 2017-017  
Room 306  
Human Resources**

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** **Plumbing & Gas Fitting Inspector  
Health and Inspectional Services Department**

**HOURS OF WORK:** **Monday – Friday 8:00AM – 4:00PM  
(35 hours per week)**

**SALARY:** **\$51,335 - \$60,249 per year  
(According to the administrative/professional positions salary schedule)**

**GENERAL STATEMENT OF DUTIES:**

Test and inspect new and existing plumbing, water, heating and gas systems in the process of construction, alteration, replacement and repairs for conformance of regulations, codes and laws. Investigate complaints of violations of laws and hazardous defective materials, issues orders for corrections.

Review applications for the issuing of permits, keeps records of all inspections. Assists the Essex County Gas Company, Fire Department, Building Department, and Public Property with emergencies, plan reviews, job site inspections, fire scene inspections. Follow-ups with related paperwork.

Reviews drawings and plans submitted prior to new construction of commercial buildings. Attend code seminars and State meetings for the continued up-dates of code changes. Assist the Health Department with inspections of property for the determination of safe and habitable living conditions, pertaining to the plumbing/gas systems.

Perform other related job duties as directed by the Building Inspector or the Director of Inspectional Services including septic systems.

Available for emergency situations.

The City may wish to assign the Facilities Coordinator duties to this position. Individual may receive stipend for performing such duties.

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 NEEDED:**

Experience in plumbing/gasfitting related inspections and familiarity with applicable state and local regulations is preferred. Knowledge of local ordinances and health regulations pertaining to plumbing/gasfitting. Civil Service eligibility is required. Possession of the proper class of a current and valid Massachusetts Motor Vehicle Operator's License issued by the Registry of Motor Vehicles.



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Must also have strong written and oral communication skills. Will be required to communicate with citizens the results of written reports in the forms of inquiry, complaints, and violations.

Excellent customer service skills. Principals and procedures of record keeping. Works independently in the absence of supervision. Maintain confidential records and reports. Operate and use modern office equipment including computer. Establish and maintain effective working relationships with those contacted in the course of work.

## **PHYSICAL REQUIREMENTS:**

Subject to moderate amounts of walking, climbing, crawling, bending and lifting intermittently during working hours. Able to get in and out of vehicle and travel within the community. Subject to frequent interruptions and may need to re-schedule activities.

Involved with city residents, personnel, customers, and government agencies under stressful conditions and circumstances. Must be in good health and demonstrate emotional stability to cope with the mental and emotional stress of the position. Subject to hostile and emotionally upset citizens, owners, and contractors.

Subject to walking through hazardous sites, climbing through unsafe buildings, smelling odors throughout the workday, as well as reactions from dust, and disinfectants.

May be required to respond to pager/beeper. Must be able to relate and work well with the ill, disabled, elderly, emotionally upset people in the community. Attendance is mandatory.

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. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

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

## **CLOSING DATE:**

**FRIDAY, JUNE 30, 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](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](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2017-017 WHEN APPLYING ONLINE.**