



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

May 9, 2017

JOB # 2017-011

ROOM 306

HUMAN RESOURCES

PLEASE POST
ANTICIPATED OPENING

POSITION: **CITY PURCHASING AGENT/MAINTENANCE DIRECTOR**
Purchasing Department

HOURS OF WORK: **35 hours per week**

SALARY: **Salary to be negotiated**
(Administrative & Professional positions salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Purchasing Agent reports to the Mayor and serves as the chief procurement officer for the City. Directs Central Purchasing Department by insuring the City engages in cost effective purchasing procedures and contract management and is in compliance with Massachusetts Laws governing procurement of municipal supplies, services, materials, equipment and construction projects, telecommunications and utilities, (focusing on energy). Serves as an advisor to City Departments engaged in purchasing activity; oversees Invitation to Bid and accepts or rejects recommendations in the awarding of Contracts. Responsible for the internal control operations of the Fuel Depot. Serves as liaison to regulatory agencies, vendors, contractors, engineers, and architects. Receives, investigates, and mediates complaints and represents the City in bid protests brought under the terms of Massachusetts General Laws, Chapter 30B. Administers intergovernmental purchasing agreements in cooperation with other agencies. Maintains records, prepares reports, and performs related work as required.

The Maintenance Director position shall be responsible for the overseeing of maintenance, cleaning, and energy programs in city hall and in other city owned buildings. This position will oversee the work of the cleaning crew at City Hall on a daily basis and report the results of findings to the Mayor on a monthly basis.

The Maintenance Director position shall be responsible for the maintenance of city hall including conducting an annual needs assessment of city hall, developing and implementing a written maintenance plan for city hall and other city owned buildings, developing and implementing a preventative maintenance plans for city hall and other city owned buildings coordinating with the school maintenance department for maintenance work that needs to be done at city hall and performing routine maintenance in the building such as changing light bulbs, routing cleaning of filter changes of HVAC systems, responding to building temperature problems, correcting minor plumbing problems and other minor repairs, daily monitoring of boilers and HVAC systems and other routine maintenance items. The selected applicant must be able to plan and implement a written building preventative maintenance plan.

In addition, this position shall be responsible for inspecting all city owned buildings land and structures to determine standards of maintenance, safety, and need for repairs and maintenance services, assesses damage and consults with Mayor's Office and the School Maintenance Department for emergency and ongoing repair



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and performs required minor repairs to City Hall. May be responsible for opening or closing City Hall when called upon.

Oversees inventory of equipment and supplies to assure proper maintenance and repair services.

Recommends procedures for the repair and maintenance and recommends means of improving the overall operation of City Hall. Assists in the preparation of the Public Property Budget and provides recommendations for purchases of supplies and equipment to the Mayor's Office.

Maintain building and equipment by performing various routine and special maintenance duties as required. Perform all other general duties as directed.

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:

The candidate must be able to address difficult management situations and must be able to both handle and proactively resolve inter and intra departmental conflicts regarding strategy, policy, and operations. Minimum of a Bachelor's Degree in business, public policy, or another management or research related field or graduate level training in the above-mentioned disciplines is preferred. Must be knowledgeable in energy database design, data handling, data analysis, and research methodology. Must have high level analytical skills and technical expertise in strategic planning and operations. Proven ability to work cooperatively with diverse agencies, groups, and interests. Prior experience representing a municipality or like government procurement experience, with respect to construction and Massachusetts General Laws, Chapter 30B. Certification or certifiable as a Massachusetts Certified Public Purchasing Official is desirable. Understanding of public school procurement issues desirable. Knowledge and promotion of environmentally recycled procurement policy preferable.

Working knowledge and experience in building maintenance including preparation of a building preventative maintenance plan, preferred. Ability to read, write, and follow oral and written instructions in the English language. Knowledge of operational, maintenance and repair procedures. Able to perform duties associated with the preparation of the public property budget, ordering of supplies, and maintaining an inventory for equipment and supplies and prepare and implement a building maintenance plan. Ability to maintain harmonious relationship with the public, employees, and colleagues. Must be neat, organized and able to work with little or no supervision.

PHYSICAL REQUIREMENTS: Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.



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Frequent strenuous physical effort may be required; ability to lift and carry on a frequent and continuous basis, weights of up to 80 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent movement in buildings, which includes stairs. Able to climb a ladder.

CLOSING DATE:

OPEN UNTIL FILLED

**ADDRESS COVER LETTER/RESUME
AND APPLICATION TO:**

**Denise McClanahan, HR 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 # 2017-011 WHEN APPLYING ONLINE.