



# 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)

**October 19, 2017**

**Job # 2017-034**

**Room 306**

**Human Resources**

## **ANTICIPATED OPENING** **PLEASE POST**

### **POSITION:**

Laborer / Veterans Memorial Skating Rink – up to 2 positions  
Human Services Division

### **HOURS OF WORK:**

Up to 19 hours per week – Includes weekend and night shifts

### **SALARY:**

\$14.50 - \$16.07 per hour (According to non-union salary schedule)  
(Position is not eligible for benefits)

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

Perform routine manual tasks as assigned with the upkeep and maintenance of the ice slab and arena. Supervise the General Public during Public Skating Hours and other special events. Resurface ice using Eucco Resurfacer. Edge ice using ice edger. Perform maintenance and cleaning of recreational facility, grounds keeping duties, lawn mowing, weed whacking, snow removal and interior and exterior painting. Other responsibilities may include performing similar duties at recreational parks & playgrounds as well as the Citizen Center.


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.

### **SUPERVISION RECEIVED:**

Works under the supervision of the Human Services Director and/or his designee.

### **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. Must be able to work in constant cold environment.

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## **QUALIFICATIONS:**

Must have a valid Massachusetts Driver's License. Knowledge of ice resurfacing equipment. Knowledge of ice edging equipment and the ability to use. Knowledge in the use of hand tools and the ability to operate light trucks and plows. Must be able to understand and follow oral and written instructions. Ability to perform manual labor for extended periods of time under varying climatic conditions. Some experience in general manual work and in the use of tools and cleaning supplies.

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

## **CLOSING DATE:**

**FRIDAY, OCTOBER 27, 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 # 2017-034 WHEN APPLYING ONLINE.**