



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

August 28, 2018

Job # 2018-043

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Mason/Craftsman (Civil Service Position)
Department of Public Works - Highway/Park Departments

HOURS OF WORK: 40 hours per week
Monday through Friday

SALARY: \$19.15 - \$22.94 per hour
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

From drawings, specifications or blueprints, applies journeyman skills and knowledge in laying bricks, stone, concrete blocks, and tiles in the construction, alteration, or repair of walls, floors, passageways or other structures; constructs and repairs brick work in sewers, catch basins and manholes; lays and sets cut stone; does all phases of cement work and related work as follows: patch sidewalks and streets, opens drains and catch basins after heavy rains, sweeps gutters, etc.

Operates trucks and equipment to include but is not limited to pickup trucks, dump trucks, sidewalk rollers, snow plows and sander.

Load and unload trucks; pick up and haul material; plow and sand highways; may operate equipment normally operated by a Motor Equipment Operator or perform manual labor duties. Works under the general direction of the Foreman, receiving oral and written instructions and general suggestions.

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:

Education and Experience

High school diploma and vocational training; at least three years of experience as a journeyman mason; or an equivalent combination of education and experience.

Additional Requirements

Valid Massachusetts Commercial Driver's License. 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.



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KNOWLEDGE, ABILITY AND SKILLS:

Considerable knowledge of the methods, materials, equipment and tools used in the field of masonry. Knowledge of methods, techniques and materials associated with the repair of public works related infrastructure, such as sidewalks, catch basins, storm or sewer drains, curb stones, walls and partitions.

Ability to operate and maintain various equipment. Skill in the operation and repair of all required tools and equipment.

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.

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. Vision requirements include the ability to read routine documents and operate motor vehicles and other equipment.

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.

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

CLOSING DATE:

OPEN UNTIL FILLED

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 # 2018-043 WHEN APPLYING ONLINE.