



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: Skilled Laborer (Temporary Position)
Highway/Park Department

HOURS OF WORK: 19 hours per week – Schedule to be determined

SALARY: \$15.72 per hour (Position is not eligible for benefits)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Work as temporary refuse collection laborer maintaining cleanliness in all city-owned parks, parking lots, and open spaces. Load city refuse packer truck of rubbish at designated area(s) and unload contents at City Garage on an hourly basis. Maintain cleanliness by performing routine manual tasks as assigned by the DPW Director and/or his/her designee. Remove all refuse from designated areas throughout the city. Perform general up-keep and maintenance of all areas by cleaning; removing trash and debris to ensure areas are clean and safe for the public use.

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:

Possession of the proper class of a current and valid Massachusetts Motor Vehicle Operator's License issued by the Registry of Motor Vehicles. Knowledge of city streets and city park locations. Ability to safely drive a small refuse packer truck throughout the City of Haverhill. 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. 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.



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CLOSING DATE:

THURSDAY, MAY 18, 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 # 2017-011 WHEN APPLYING ONLINE.