



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

June 27, 2018

Job # 2018-038

**PLEASE POST
ANTICIPATED OPENING**

POSITION: WATER METER INSTALLER/DISTRIBUTION LABORER (CIVIL SERVICE POSITION)
DEPARTMENT OF PUBLIC WORKS – WATER DIVISION

HOURS OF WORK: 7:00 A.M. – 3:00 P.M. / MONDAY THROUGH FRIDAY
POSITION HAS ON CALL REQUIREMENTS

SALARY: \$18.06 - \$19.95 PER HOUR*
(ACCORDING TO CONTRACTUAL SALARY SCHEDULE)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Water Distribution Laborer is an unskilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the City of Haverhill water distribution system. This position is primarily responsible for assisting in the repair, construction, maintenance and inspection of the water distribution system in accordance with accepted practices and procedures. Distribution Laborers are also responsible for meter reading, installation and remote-read transmitter installations. This position is an on-call position requiring 24-hour/7day availability on a rotating schedule.


SUPERVISION RECEIVED:

Water Meter Installer/Distribution Laborer works under the supervision of the Water Maintenance Supervisor or his representative or an employee of a higher grade as assigned by the Water Maintenance Supervisor or General Foreman.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Assisting Water Department personnel with general manual labor, digging, lifting and moving parts and equipment, keeping equipment running around job sites. Driving light trucks or cars to transport materials and equipment to and from job locations. General Building maintenance around the facility including painting, sweeping, raking, cutting shrubs and weed control, Locating, marking locations of, cleaning and operating hydrants, distribution valves, and curb stops. The use of many different types of hand tools and power tools to complete installation, maintenance and repair tasks is required

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.

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QUALIFICATIONS:

The individual should have at least three (3) years relevant experience in the construction or water industry. Possession of a Massachusetts Class B Commercial Drivers' License and/or Massachusetts Water Distribution

Grade D-1 license preferred; must be able to obtain the Water Distribution Grade D-1 license within one (1) year of hire. Applicants **must** have high school diploma and valid Massachusetts Drivers' License. This position requires knowledge and use of a variety of hand tools and power equipment.

PHYSICAL REQUIREMENTS:

This position is primarily outdoors; laborers are exposed to inclement weather and may work in proximity of biological, chemical, electrical and mechanical hazards. The position requires frequent to constant strenuous physical activity including, but not limited to: lifting, pushing/pulling, bending/squatting/kneeling/twisting, carrying, standing, walking, sitting and reaching.

Duties performed require the ability to work with, move and/or manipulate materials with weights in excess of fifty (50) pounds. Employees are able to get help with lifting heavy objects and are encouraged to if an object weighs over one hundred (100) pounds. The use of a jack hammer/pavement breaker is frequent with this position. This position may require entry into confined spaces.

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

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

CLOSING DATE:

FRIDAY, JULY 13, 2018

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 # 2018-038 WHEN APPLYING ONLINE.

***Current City Employees having continuous employment with the City, beginning prior to July of 2010 may be entitled to rates 3.0% higher than those posted for new hires.**