



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

March 2, 2018

Job # 2018-004

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Working Foreman–Highway (Civil Service position) – *2 Positions*
Department of Public Works – Highway Division

HOURS OF WORK: 40 hours per week
Monday through Friday

SALARY: \$20.74 - \$25.58 per hour
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This position provides oversight and works along with other employees working on all phases of construction, maintenance and repair operations and programs of the Highway Department; areas of work and standards to be met are assigned in detail by supervisor and work performed is checked in process and upon completion; performs all other related work as required.

Duties will include but are not limited to:

Oversees the work and works alongside laborers and equipment operators in street maintenance activities, snow removal, street cleaning, cleaning of sewers and operates all vehicles and equipment associated with these tasks; and other tasks involving manual labor operations.

Discusses job requirements with and receives detailed instructions from supervisor. Inspects work in progress to assure conformance with instructions. Makes and adjusts work assignments. Requisitions necessary equipment and materials.

Maintains time and material records. Prepares simple work reports. Performs or assists in performing more difficult or skilled tasks. Trains and instructs subordinates.

The duties listed above are intended only as illustrations of the various types of work that the position will perform. 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 EXERCISED:

Directly supervises regular, seasonal and temporary full-time and part-time DPW labor and equipment operator personnel; directs assigned work crew utilizing available equipment and materials. May review the work of contracted services.

SUPERVISION RECEIVED:

This position falls under the supervision of the Superintendent of Highway/Park Department and/or his/her designee.



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QUALIFICATIONS NEEDED:

Duties require a high school diploma. Five years of progressive experience working in a Public Works or road construction environment involved with the construction and maintenance of DPW assets such as roads, bridges, sidewalks, drainage structures, snow removal operations, etc. Heavy equipment and motor vehicle operation and field supervision experience.

Must possess and maintain a valid Class B CDL issued by the MA Registry of Motor Vehicles. Must possess and maintain a valid Class 2B Hoisting License and 2A Hoisting License to operate a front-end loader and backhoe.

Must have considerable knowledge of the materials, methods and techniques relative to road construction and maintenance.

PHYSICAL REQUIREMENTS:

Frequent movement in and out of equipment and vehicles. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 80 pounds; occasionally required to comfortably lift/carry objects weighing up to 50 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arms; occasionally required to sit, talk and hear.

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 and punctuality is mandatory.

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.

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 # 2018-004 WHEN APPLYING ONLINE.