



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

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Bridget Panniello, Head Clerk/Floater- bpanniello@haverhillma.gov

July 1, 2026

Job # 2026-29

PLEASE POST ANTICIPATED OPENING

Position:

Water Meter Tech 1

Water Department (Civil Service Position)

Hours of Work:

7:00 a.m. – 3:00 p.m.

Monday through Friday (40 hours)

Salary:

\$24.91-26.19 Per Hour

(Water Salary Schedule)

General Statement of Duties and Responsibilities:

The Meter Technician I is an entry-level position in the Water Division responsible for assisting with the inspection, maintenance, replacement, and support of water meters and related equipment. This position performs routine duties while receiving on-the-job training to develop the skills necessary to perform the full duties of Meter Technician II. The Meter Technician I works under close supervision and assists higher-level meter technicians with meter installation, troubleshooting, and customer service activities.

SUPERVISION RECEIVED:

Works under the supervision of the Water Service Inspector and indirectly under the Water Maintenance Supervisor.

SUPERVISION EXERCISED:

The Water Meter Tech 1 supervises employees in a lower grade as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Assists with the installation, replacement, and maintenance of water meters and related equipment.
- Assists with the inspection of water meters to ensure proper operation.
- Performs basic meter checks and reports problems to supervisory staff.
- Assists with turning water services on and off as directed.
- Enters and reviews meter information using City computer systems.
- Assists with maintaining meter records and related documentation.
- Maintains assigned tools, equipment, and vehicles.
- Responds to basic customer inquiries in a courteous manner and refers complex matters to higher-level staff.



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- Travels to various locations throughout the City to assist with meter-related work.
- Performs related duties as assigned.
- 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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ENTRANCE REQUIREMENTS:

- High school diploma or equivalent.
- Must have a valid driver's license.
- Ability to learn water meter installation, maintenance, and related procedures.
- Ability to perform field work in residential, commercial, and outdoor environments.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn water meter installation, maintenance, and inspection procedures.
- Ability to use basic hand tools.
- Ability to follow instructions and learn job duties.
- Ability to use basic computer systems and handheld devices.
- Ability to communicate effectively with supervisors, coworkers, and the public.
- Ability to work independently after training.
- Ability to establish effective working relationships.

PHYSICAL REQUIREMENTS:

- Work is performed primarily in the field at residential, commercial, and industrial locations, both indoors and outdoors, with frequent travel by vehicle and exposure to various weather conditions.
- Requires walking, bending, kneeling, squatting, climbing, and working in all weather conditions.
- Must be able to lift up to 50 pounds and access meter locations, including confined spaces.

CLOSING DATE: FRIDAY JULY 10, 2026

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2026-29

"The City of Haverhill is an AA/EEO/ADA Employer."