



Haverhill

Human Resources Department, Room 306

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

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November 4, 2025

Job #2025-55

PLEASE POST
ANTICIPATED OPENING

POSITION:

Field Operations Supervisor

Lead Hazard Reduction Capacity Building Program (located in CDBG)

HOURS OF WORK:

19 Hours

(no benefits)

SALARY:

\$40 per hour

(Non-union salary scale, Grant Funded position)

POSITION SUMMARY:

Field Operations Supervisor plans, directs and coordinates the work of lead abatement sub-contractors to support the goals of the program. Ensures that all work under the program is performed in accordance with state, federal and local regulations and agency guidelines. Ensures that inspection reports, scope of work and field work documentation are accurate, consistent and conform to specific program requirements pertaining to all the field work. Position reports to the Lead Abatement Program Manager.

- With the City's Purchasing Agent, coordinates the Request for Bid Process for all Lead Hazard Abatement projects including attending the mandatory contractor walk-throughs.
- Drafts project scopes of work, and oversees that best lead-safe work practices are employed.
- Oversees the daily field operations and outcomes of certified, licensed lead abatement projects to ensure the contractor is on target to achieve goals and is compliant with grant requirements, local regulations and codes.
- Coordinates on site-inspections of work-in-progress, evaluates the performance of contractors and inspectors, and approves payment when project is completed.
- Assures cost-effective budgeting and goals are implemented for all projects to include payment reviews, approvals and change order requests.
- Coordinates activities with other City divisions and departments and other applicable agencies.
- Assists in program promotion to grow production pipeline and the recruitment of candidates for deleading contractor training.

QUALIFICATIONS NEEDED:

Three to five (3-5) years' experience in the construction field, including lead abatement construction, lead inspections, and/or public health lead poisoning response; or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

- Possession of, or ability to possess, a Massachusetts Construction Supervisor License (CSL) and other training/certification required by law or regulation to complete the assigned tasks.
- Ability to work and make decisions independently.



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- Ability to interact effectively with homeowners and members of the public, skilled and unskilled workers in the building industry, and City and State employees and officials, both orally and in writing. Ability to manage multiple tasks in an organized and a detailed-oriented manner.
- Ability to prepare detailed, accurate, and concise reports.
- Proficient skill in the operation of office equipment including a personal computer and the application of office software including word processing, spread sheet, and database management applications.
- Must have a valid driver's license and the ability to safely operate a vehicle.

KNOWLEDGE, SKILLS & PERSONAL QUALITIES:

- Thorough knowledge of principles and practices of the building code and construction industry.
- Thorough knowledge of Federal, State and local laws and ordinances governing the activities of the department, which includes all State and Federal Lead-Based Paint regulations.
- Familiarity with standard municipal operating procedures such as accounting/bookkeeping and procurement/budgeting.
- Bilingual (Spanish) strongly preferred.

OR: Any combination of education and experience that shall be substantially equivalent to the above education and experience.

PHYSICAL REQUIREMENTS:

Ability to walk or stand continuously throughout the day. Frequent movement in and out of offices. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. **Attendance is mandatory.**

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

CLOSING DATE: OPEN UNTIL FILLED

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 # 2025-55

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