



Haverhill

Human Resources Department, Room 306
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March 9, 2026

Job # 2026-12

PLEASE POST ANTICIPATED OPENING

POSITION: **DPW Director (Highway/Park)**
Department of Public Works

Hours of Work: **Full-time (40 hours per week)**

Salary: **\$140,000 - \$180,000 per year** (Administrative salary scale)

FUNCTION:

Under the general direction of the Mayor, plan, organize, and direct all activities of the DPW-Highway/Park. Those departments include but are not limited to: Highway, Park, Fleet Services, Solid Waste/Recycling Divisions, Parking/Street Lights, and Snow/Ice Operations.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Responsible for the overall effectiveness of DPW (Highway/Park) programs, activities, and functions that contribute to the successful operation and constant improvement of the infrastructure of the City of Haverhill. Organizes and direct the activities of all DPW departments in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions. Through subordinate managers, direct and oversee the administration of the fleet operation, facilities maintenance, snow removal functions, recreation facilities (park and play areas), street sweeping, tree planting, recycling program, and composting program. Responsible for the departmental short- and long-range planning.

Oversee the review process for compliance with code and contract requirements, development standards and other regulations and standards. Assures efficiency through organizing the work of major divisional groups, aligning, and coordinating functions, and resolving intra and inter-departmental conflicts. Study major issues and trends and report to the Mayor with recommendations for change in areas of special concern or needing improvement. Coordinate department activities with other departments, jurisdictions, and agencies. Review, approve, and submit the budget involving all capital expenditures, personnel, and operating costs. Attend public meetings. Set goals for the department, identify major objectives. Plan, administer and coordinate Chapter 90 roadwork program grants. Converse with subordinates on grievances and conflicts and work closely on other personnel matters with the approval of the Mayor.

ILLUSTRATIVE DUTIES

Organizes, directs, controls and monitors work programs and routine or emergency repairs for public works functions. Assists in the development of budget, monitors budget expenditures. Coordinates with other governmental agencies and contractors on operation and maintenance projects.

Schedules, assigns, directs, motivates, and evaluates the work of operation and maintenance staff. Assess training needs to ensure successful completion of short- and long-range projects; provide training to employees on equipment operation, material installations, and proper procedures; participates in the employee selections and recommends hiring to the Mayor; conducts staff and safety meetings; reviews and approves employee time sheets; approves vacation and resolves grievances.



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Directs daily operations of highway maintenance, street repair, snow and ice control, and parks maintenance. Oversees maintenance of city parks, athletic fields, grounds and related facilities.

Gathers data and assembles reports required under permits issued to the City of Haverhill. Maintains inventory control systems and managing inventory programs, record keeping systems and bid documents.

Follow established purchasing rules and completes required paperwork to acquire goods and services. Maintain good public relations by informing the public of projects on or nearby their property and listening/responding to complaints or requests. Attend work on a regular and dependable basis. Interacts in a professional and respectful manner with city staff and the public.

The duties listed above are intended only as illustrative 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:

The DPW (Highway/Park) Director should have strong planning, communication and interpersonal, financial management and negotiation skills. Associate or bachelor's degree, in civil engineering, public administration, construction management or related field. Minimum 7-10 years' responsible experience in public works (highway or parks) operations. Experience in management required. Municipal experience is strongly preferred.

Knowledge of municipal budgeting and procurement requirements. Knowledge of the objectives, philosophy, principles and practices of modern highway operations and construction. Knowledge of the principles and practices of civil engineering. Knowledge of techniques, procedures, equipment and materials involved in the DPW (Highway/Park). Knowledge of statutes, ordinances and regulations pertaining to DPW (Highway/Park). Knowledge of current developments and literature in construction and maintenance of DPW (Highway/Park) division. Knowledge of Chapter 90 program, street paving, and road construction.

Ability to plan, administer, direct, and coordinate programs and functions of the department. Ability to make sound decisions and recommendations of matters of major policy, complex administrative and technical problems. Ability to establish and maintain effective working relationships with subordinates, municipal officials, department heads and general public. Ability to express oneself clearly and concisely, orally and in writing. Must have strong management skills with demonstrated project management abilities.

Valid driver's license is required. Massachusetts CDL, hoisting license and OSHA training preferred.

PHYSICAL REQUIREMENTS:

Position expected to be available or on-call 24/7. Often works long hours especially during the snow removal season and other kinds of inclement weather. Work is performed both in the field and office-setting with frequent interruptions from customer phone calls, city staff, company representatives, and citizens. Attends occasional night meetings and weekend functions. A great deal of mobility is required for attendance at various meetings and touring various work sites of Public Works projects in all kinds of weather and with usual hazards associated with the construction sites. Use of PC workstation for some hours; lift up to 25 pounds on occasion. Must be able to stand or sit for the majority of the shift; drive to various work sites throughout the city, climb or descend stairs; do routine lifting, bending, reaching and stooping. Attendance is mandatory.

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



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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 # 2026-11](#)

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