



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmccclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

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

December 30, 2025

Job # 2025-67

PLEASE POST
ANTICIPATED OPENING

POSITION:

Skilled Laborer

Veterans Memorial Skating Rink/Recreation Department

HOURS OF WORK:

40 hours per week

Schedule to be determined

SALARY:

\$914.58- \$1,059.67 per week

(Non-Union Salary Schedule)

SUPERVISION RECEIVED:

The Skilled Laborer works under the direct supervision of the Recreation Director.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Perform routine manual tasks as assigned in connection with maintenance work. Perform related work. Work under the supervision of an employee of higher grade who assigns work and reviews performance for efficiency and conformance with instructions. Operate and maintain Zamboni by resurfacing ice when needed to ensure ice in good condition for public use and safety. General upkeep and maintenance of rink by cleaning and repairing of all rink areas to ensure rink is clean and safe for the public use. Able to plan daily weekly and monthly maintenance of compressors, ice resurfacing machines, evaporators, cooling towers, HVAC systems. Must interface with groups, coaches and league officials. Assist the Director of Human Services in scheduling of ice, development of programs and scheduling of work schedule.

Assist public in knowledge of rules and regulations by informing and answering questions pertaining to the rink. Handle receipt of money for ice rentals and ensuring rental monies are accurate and deposited correctly. Keep records correct and account for attendance figures for yearly report.

The plowing of parking lots and part of roads surrounding rink by keeping truck and plow well maintained for winter use, to ensure public will have safe and adequate parking and road safety in winter months.

Refurbishing of the rink during shut down by cleaning, washing, and repairing, to ensure a safe and healthy environment for the public. Cut grass with hand or power mowers; rake, burn, or pack leaves; trim hedges, shrubs, bushes, and small trees; pick up trash, litter, and other discarded materials; deliver supplies and may install equipment; do rough painting of fences, benches, and other objects; do pick and shovel labor in landscaping and perform other tasks related to maintaining public grounds. Maintain baseball and softball diamonds.



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Perform all related duties as requested by the Director of Human Services. 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.

QUALIFICATIONS:

Three years' general maintenance, carpentry, and landscaping experience preferred. Must have some knowledge of basic plumbing and HVAC, use of common hand tools and the ability to operate trucks, power equipment, lawnmowers, and compressor readings. Ability to operate an emergency generator, Zamboni, and maintenance of ice. Ability to handle money and make nightly deposits. Must be able to understand and follow oral and written instructions. Must possess an unrestricted, valid Massachusetts Driver's License. May also be required to work nights and/or weekends.

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PHYSICAL REQUIREMENTS:

Frequent strenuous physical effort required; ability to lift and carry on a frequent and continuous basis, weights of 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. 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 is mandatory. Able to work in constant cold conditions.

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.

CLOSING DATE: FRIDAY JANUARY 9, 2026

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

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 # 2025-67

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