



# Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – [dmccclanahan@haverhillma.gov](mailto:dmccclanahan@haverhillma.gov)

Christine Caminero, HR Technician – [ccaminero@haverhillma.gov](mailto:ccaminero@haverhillma.gov)

Christina Carrie, HR Technician – [ccarrie@haverhillma.gov](mailto:ccarrie@haverhillma.gov)

Parisa Daneshmand, Head Clerk/Floater – [pdaneshmand@haverhillma.gov](mailto:pdaneshmand@haverhillma.gov)

December 11, 2024

Job # 2024-37

**REPOST**

## **PLEASE POST ANTICIPATED OPENING**

### **POSITION:**

**Water Distribution Laborer (Civil Service position)**

Department of Public Works – Water Division

### **HOURS OF WORK:**

**7:00 a.m. – 3:00 p.m. (40 Hours)**

Monday through Friday

### **SALARY:**

**\$20.54-\$21.60 per hour**

(According to The Water Group contractual union salary schedule)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Performs unskilled to semi-skilled, light to heavy manual labor to assist in the operation, repair, construction, maintenance, and inspection of the City of Haverhill public drinking water distribution system in accordance with accepted practices and procedures.

### **SUPERVISION RECEIVED:**

Works under the supervision of the Water Maintenance Supervisor or his/her representative or an employee of a higher grade as assigned by the Water Maintenance Supervisor or General Foreman.

### **SUPERVISION EXERCISED:**

Supervises helpers as assigned.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Performs manual labor including digging, lifting, and moving parts and equipment, keeping equipment running around job sites.
- Assists with installation and repair of water pipes, valves, fittings, and fire hydrants.
- Operates light trucks or cars to transport materials and equipment to and from job locations.
- Performs general landscaping, building, grounds, and vehicle maintenance.
- Cleans and operates fire hydrants, distribution valves and curb stop.
- Uses a variety of hand tools and power tools to complete installation, maintenance, and repair tasks.
- Inspect, clean, oil, grease, and perform minor maintenance and repair to vehicles and equipment.
- Utilizes hand-held digital data collection tools, computers, or paper forms to document operational status and maintenance requirements, initiate and complete work orders, and update water system assets in the City's Geographic Information System (GIS).
- Position is required to be on-call on a rotating, weekly basis with other employees. When on call, responds to emergencies outside normal working hours, including weekends, holidays and during inclement weather conditions. When not on call, may work scheduled overtime, emergency response and possible call out 24/7 in all kinds of weather conditions.
- Interface with public and perform semi-skilled and unskilled tasks to resolve customer service requests, inquiries, and complaints in a courteous, effective, and timely manner.
- The duties listed above are intended only as an illustration of the various types of work that may be performed. The



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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:**

Applicants must have a high school diploma or equivalent and a Massachusetts driver's license.

## **SKILLS, KNOWLEDGE, AND ABILITIES:**

- Ability to perform manual labor for extended periods and under varying weather conditions.
- Ability to use hand and power tools, and equipment used in operation, maintenance, and construction of public water systems.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, associates, subordinates, outside vendors, contractors, other city departments, and the public.
- Ability to understand and follow written and oral instructions at a level necessary for efficient job performance.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

## **PHYSICAL REQUIREMENTS:**

- This position works mostly outdoors; and is exposed to extreme changes in weather.
- Requires frequent movement in and out of vehicles and equipment, in and out of trenches and excavations, construction sites, confined spaces and related facilities. Frequent travel is required by motor vehicle to work sites.
- The position requires frequent to constant strenuous physical activity including, but not limited to lifting, pushing, pulling, bending, squatting, kneeling, twisting, carrying, standing, walking, sitting, and reaching.
- Ability to move and/or manipulate materials that weigh up to 100 pounds.
- Attendance is mandatory.

Applicants will be required to undergo a background check including CORI/SORI screening as well as a pre-employment physical prior to appointment.

**CLOSING DATE: OPEN UNTIL FILLED**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://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@CITYOFHAVERHILL.COM](mailto:HRD@CITYOFHAVERHILL.COM)**

**[PLEASE REFERENCE JOB # 2024-37](#)**

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