



Haverhill

Human Resources Department, Room 306
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March 9, 2026

Job # 2026-11

PLEASE POST ANTICIPATED OPENING

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

HOURS OF WORK: **Full-time (40 hours per week)**

SALARY: **\$100,000 - \$140,000 per year**
(According to the Admin & Professional Salary Schedule)

The Assistant DPW Director (Highway/Park) serves as second-in-command and acts on behalf of the Director in their absence. The Assistant DPW Director assists in the administration, planning, coordination and supervision of the City's Highway/Park Divisions. This position will provide direct operational support and leadership for roadway maintenance, snow and ice control, drainage infrastructure, fleet coordination, park and grounds maintenance, solid waste and recycling operations, street light operation and maintenance, and downtown parking.

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Assists in the overall effectiveness of all Highway/Park divisions that contribute to the successful operation and constant improvement of the infrastructure of the City of Haverhill. Organizes and directs the activities of the Highway/Park/Solid Waste/Recycling Divisions in a manner that optimizes the use of financial, physical, and human resources in accomplishing assigned functions. Through subordinate supervisors and foremen, direct and oversee the supervision and administration of the street maintenance program, fleet operation, facilities maintenance, snow removal functions, recreation facilities (park and play areas), street sweeping, urban forestry activities, solid waste/recycling program, cemeteries, street lighting, fuel, composting program and central business district parking assets. Responsible for the short- and long-range planning functions for these Divisions.

Assures efficiency through organizing the work of divisional groups, aligning and coordinating functions, and resolving conflicts. Study major issues and trends and report to the DPW Director with recommendations for changes in areas of special concern or needing improvement. Coordinate department activities with other departments, jurisdictions and agencies. Review, approve, and submit the Highway/Parks/Solid Waste/Recycling budgets involving all capital expenditures, personnel, and operating costs. Attend public meetings. Set goals for the department, identify major objectives and ensure their successful implementation. Plan, administer and coordinate Chapter 90 roadwork program grants and Complete Streets program. Converse with subordinates on grievances and conflicts and work closely on other personnel matters with the approval of the Director. Ensures compliance with all appropriate regulatory mandates associated with the functions of the Highway/Parks/Solid Waste/Recycling divisions.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:



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Organizes, directs, controls and monitors work programs and routine or emergency repairs for Highway and Park functions. Assists in the development of budget, and 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 and safety, material installations, and proper procedures; participates in the employee selections and recommends hiring to the DPW Director; conducts staff and safety meetings; reviews and approves employee time sheets and purchases; approves vacation leave and resolves grievances.

Gathers data and assembles reports required under permits issued to the City of Haverhill. Maintains the City's pavement management system, inventory control systems and managing inventory programs, record keeping systems, and bid documents. Ensures the repairs and maintenance of city owned street lighting. Design and implement mobile asset management system.

Follows 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. Enhance and maintain social media programs to inform the public of departmental activities. 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 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, KNOWLEDGE AND ABILITIES:

The Assistant DPW Director- Highway/Park/Solid Waste should have strong planning, communication, leadership and interpersonal skills, as well as solid budgetary/financial and customer service abilities. Position requires 5-8 years of progressive experience in State or local highway, DPW or closely related field with at least 5 years of management experience. Associates degree or higher in civil engineering, construction management or closely related field required. Minimum of 2 years supervisory experience preferred. Municipal experience strongly preferred.

Must possess a valid driver's license. Massachusetts CDL, hoisting license and OSHA training preferred.

Extensive knowledge of the objectives, philosophy, principles and practices of modern highway operations and construction. Knowledge of the principles and practices of civil engineering. Thorough knowledge of techniques, procedures, equipment and materials involved in the public works departments of highway/park. Knowledge of statutes, ordinances and regulations pertaining to highway/park/sewer departments. Knowledge of current developments and literature in construction and maintenance of highway/park. Knowledge of MA Chapter 90 program, Manual of Uniform Traffic Control, street paving, and road construction.

Ability to read and understand all aspects of the project estimate and associated paperwork like plans, drawings, and details. Solid computer knowledge with Microsoft Word, Excel, Outlook, and other similar software. Solid computer knowledge of geographic information system preferably ESRI products.



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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.

PHYSICAL REQUIREMENTS:

Position expected to be available or on-call 24/7. Often work 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/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 # 2026-11

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