



# Haverhill

Human Resources Department, Room 306

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

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Bridget Panniello, Head Clerk/Floater – [bpanniello@haverhillma.gov](mailto:bpanniello@haverhillma.gov)

**November 24, 2025**

**Job # 2025-65**

## **PLEASE POST** **ANTICIPATED OPENING**

**POSITION:** **Assistant DPW Director/City Engineer**  
Engineering Department

**HOURS OF WORK:** **Monday – Friday, 7AM-4PM**  
(40 hours/week)

**SALARY:** **\$127,705.50 per year**  
(Admin Scale)

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

Under the supervision of the Director of Public Works, the City Engineer is responsible for the administration, direction and supervision of the Engineering Department. Direct lower level employees engaged in the preparation, review, and approval of engineering plans and specifications. The position supervises engineering staff, manages consultants and contractors, oversees project budgets and schedules, supports long-term capital planning, and ensures effective coordination with MassDOT, MassDEP, MVPC, EPA, and other regulatory agencies.

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

- Provides strategic leadership to a dedicated team responsible for the design, construction, and maintenance of the City's public infrastructure including, but not limited to, roadways, sidewalks, bridges, traffic controls, sewer, and drainage systems, as well as GIS, and stormwater management
- Prepares or oversees the preparation of engineering plans, bid documents, and cost estimates for proposed public works projects. Responsible for the inspection and acceptance of public works construction, maintenance and repair projects
- Participates in the development of the City's capital improvement program for roads, sidewalks, drainage, bridges, traffic signals, and utility infrastructure. Oversees the City's pavement management program and sidewalk assessment program
- Serves as the City's liaison for MassDOT and FHWA. Submit to MassDOT for approvals related to Traffic & Safety items, including Heavy Commercial Vehicle Exclusions (HCV's), Rapid Rectangular Flashing Beacons (RRFB'S) and other forms of traffic control, as well as for Permits for City work within State Highway Layout
- Furnish engineering services and expert advice to other municipal departments, boards committees, consultants, contractors and the general public, while ensuring compliance with federal, state and local regulations
- Process building sketches in connection with each application for a building permit
- Oversees issuance of sewer and stormwater connection, street opening, trench, and driveway permits  
Develops rules and regulations related to these permit programs and enforces them



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- Issue sewer and stormwater connection permits
- Prepare property descriptions for land acquisition or property transfers to the City
- Review and comment on proposed changes to the zoning laws and other municipal ordinances
- Survey, map and provide technical expertise to the Planning Board, Park Department and the Conservation Commission, including attending public hearings
- Review and comment on all projects and plans initiated through the City Council, Zoning Board of Appeals, Planning, Conservation, and Building Inspector's Office
- Develop and manage departmental budgets
- Responds to residents' and businesses inquiries regarding drainage issues, roadway concerns, flooding, traffic safety, and infrastructure impacts
- Supervise and manage department personnel, providing direction, mentoring, and professional development opportunities. Assist in hiring, handling personnel matters, resolving union grievances, and ensuring compliance with organizational policies and union contracts
- Promote sustainability initiatives and identify opportunities for innovative solutions to public works challenges.

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.

## **MINIMUM QUALIFICATIONS:**

Bachelor's Degree in Civil Engineering from a recognized school and possession of a current and valid registration as a Professional Engineer issued by the Massachusetts Board of Registration of Professional Engineers. 5-7 years of progressively responsible experience in public works or municipal engineering, with 1-3 years of supervisory experience. Surveyor license preferred, but not required.

## **REQUIREMENTS, KNOWLEDGE, AND ABILITIES:**

- Excellent management skills and a proven record of accomplishment along with demonstrated knowledge of accepted standards in the areas of the General Statement of Duties and Responsibilities as stated
- Proven ability to work cooperatively with diverse agencies, groups, and interests
- Strong knowledge of public works construction methods, safety standards, and municipal procedures.
- Extensive knowledge of the principles, practices, methods, and techniques of civil engineering and surveying related to transportation, stormwater, utilities, geotechnical conditions, and construction
- Extensive knowledge of the methods and techniques of engineering design and public works construction, inspection, construction documentation practices, and maintenance and repair work
- Knowledge of the properties and use of materials used in various civil engineering projects, such as asphalt, concrete, bituminous concrete, etc.
- Knowledge of the properties of various types of soils such as clay, silt, sand and gravel
- Knowledge of the accepted methods and techniques of constructing, maintaining, and repairing of public works structures, such as culverts, dams, retaining walls, catch basins, foundation, streets, sidewalks, sewers, water lines, etc.
- Knowledge of the principles and practices of structural analysis
- Knowledge of various field tests performed on soils and construction materials
- Knowledge of civil engineering terminology



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- Knowledge of the principals and techniques used in preparing cost estimates and engineering economics such as depreciation, present worth, amortization, cost/benefit ratio, interest, etc.
- Ability to read, interpret, and prepare engineering contracts, engineering plans, maps, legal descriptions, and specifications
- Knowledge of the principles and practices of management and supervision
- Knowledge of the principles and techniques of budgeting
- Familiarity with GIS, CAD software, spatial data, and asset management tools.
- Strong communication, leadership, organizational, and project management skills
- Extensive knowledge of Massachusetts procurement laws related to engineering services, procurement of goods and services, and construction.
- Knowledge of grant and other funding programs offered by the Massachusetts Department of Transportation and the US Department of Transportation

## **PHYSICAL REQUIREMENTS:**

Some physical effort is required to perform duties. Ability to move in and out of offices and buildings. Must visit worksites, projects, and properties in the City. Exposure to various weather conditions such as wet, humid, and other climatic environments. Workday may exceed more than eight (8) hours. **Attendance is mandatory.**

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

**CLOSING DATE: OPEN UNTIL FILLED**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.haverhillma.gov/government/job-opportunities](http://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](mailto:HRD@HAVERHILLMA.GOV)**

**PLEASE REFERENCE JOB # 2025-65**

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