



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

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

October 17, 2025

Job # 2025-52

**PLEASE POST
ANTICIPATED OPENING**

POSITION:

Jr. Engineering Aide
Engineering Department

HOURS OF WORK:

Monday – Friday, 7AM-4PM
(40 hours/week)

SALARY:

\$812.15 - \$939.30 per week
(Engineering contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs general and office/clerical tasks and assists with the administrative operations of the Engineering Department. Assists the general public face to face, answering the telephone and email. Provides quality customer service.

Duties will include working with Microsoft Office programs, Permitting Software (Open Gov) and Engineering related programs. Assisting the general public with applying for Engineering related permits, researching filed plans and other record information, general help with inter-departmental duties.

Duties will include researching and documenting engineering data, assisting in the filing, maintenance and updating of plans, permits, procedures, and records. Scanning, copying, and emailing plans and other documents are primary functions of the position.

Perform additional duties as assigned. 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:

Applicants must possess a high school diploma or equivalent. Applicants must be fully computer literate and familiar with all Microsoft Office programs.



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

John DelRosso, HR Technician – idelrosso@haverhillma.gov

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

Familiarity with engineering and drafting techniques are preferred, but not required. Training will be provided. Customer service skills are a must. Applicants also must possess a valid Driver's License issued by the Registry of Motor Vehicles.

PHYSICAL REQUIREMENTS:

Frequent physical effort will be 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.

Position will also consist of sedentary periods while working on a computer. Ability to walk or stand continuously to service the public will also be a necessity. While performing the duties of the job, the employee may work in various weather conditions and will be exposed to wet, humid, and other climatic environments. 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.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 # 2025-52