



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

February 5, 2020

JOB #2020-006

PLEASE POST
ANTICIPATED JOB OPENING

POSITION: Motor Equipment Operator/Laborer (Wastewater & Storm Water)
Wastewater Treatment Plant (Civil Service Position)

HOURS OF WORK: Monday – Friday
Full-time (40 hours per week)

SALARY: \$18.53 - \$23.07 per hour
(According to contractual salary schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs light to heavy manual tasks requiring some specialized skill or knowledge and operates light, medium, heavy or specialized automotive equipment used in the operation, maintenance, construction and repair of the City of Haverhill's wastewater and storm water collection systems and related facilities.

SUPERVISION RECEIVED:

Works under direct supervision of the Senior Collection System Operator and the Collection System Supervisor. May be assigned to work under the direct supervision of a Wastewater Collection Operator or other employee of a higher grade.

SUPERVISION EXERCISED:

Exercises supervision over helpers as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs a variety of skilled and unskilled tasks using a variety of hand and power tools in the operation and maintenance of Haverhill's wastewater and storm water collection systems and related facilities to keep systems in good repair and in a clean and orderly manner.
- Performs laborer duties on grounds, buildings and roadways.
- Load, unload, move and transport materials, equipment, freight and supplies; assists in the handling and storing of stock.
- Assists in the cleaning, flushing and removing of debris and blockages in sewer and storm water systems using a variety of methods and current available equipment. Assists in proper containment and decontamination during and after sewer backups and spills to prevent public health hazards and protect the environment.
- Operate equipment including, but not limited to, industrial sewer cleaning truck, catch basin cleaning truck, backhoes, loaders, excavators, trucks with or without trailer and sewer/drain inspection equipment.
- Inspect, clean, oil and grease, maintain and perform minor repair to vehicles and equipment.
- Uses chemicals for disinfection, odor control, rodent control, and control of fats, oils and grease.
- Assists in performing inspections and maintenance of various types of pump stations to ensure proper operation, diagnose problems and identify maintenance or repair needs.

- Assists with documenting operation and maintenance activities using computer and other handheld devices.

Address: 4 Summer Street Haverhill, MA 01830 Webpage: www.haverhillma.gov



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

- Maintain documentation of all work performed.
- Must be available for scheduled overtime, emergency response and possible call out 24/7 in all kinds of weather conditions.

The duties 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:

The successful candidate must have two (2) years of full-time, paid experience performing semi-skilled labor and operating heavy or specialized equipment, possess a current Massachusetts Class B Drivers' License issued by the Registry of Motor Vehicles with Tank Vehicle and Air Brakes Endorsements and Commonwealth of Massachusetts Department of Public Safety Hoisting License Class 2A-D and Class 4E. Candidates may be allowed up to six (6) months to obtain one (1) or more of the required licenses.

SKILLS, KNOWLEDGE AND ABILITIES:

- Knowledge of the use of common hand tools, equipment, facilities, health and safety practices applicable to the operation and maintenance of wastewater and storm water collection systems or related field.
- Knowledge and ability of the methods and techniques required in the use, care and safe operation of various types of heavy-duty equipment used in the operation and maintenance, repair and construction of wastewater and storm water collection 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.
- Skill and ability to operate heavy specialized equipment and make emergency minor repairs.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.
- Ability to perform manual labor for extended periods and under varying climatic conditions.

PHYSICAL REQUIREMENTS:

- Employees in this position normally work in an outdoor environment subject to changing and seasonal weather extremes.
- Requires walking, bending, kneeling, reaching, squatting, climbing, lifting and carrying. Must be able to lift and carry up to 75 pounds.
- Requires frequent movement in and out of vehicles and equipment, in and out of manholes and pumping stations, commercial and industrial facilities, construction sites, confined spaces, and wastewater and storm water facilities. Frequent travel is required by motor vehicle to work sites.
- Tasks frequently involve potential hazardous exposure to wastewater, hazardous materials, atmospheres, and moving parts and equipment typical of wastewater treatment plants, pumping stations, and collection systems.
- 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. Applicants will be required to undergo a background check including CORI screening prior to appointment.
- Attendance is mandatory.



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

CLOSING DATE:

FRIDAY, FEBRUARY 21, 2020

**SUBMIT COVER LETTER,
RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB #2020-006 WHEN APPLYING ONLINE.