



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

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

March 8, 2021

JOB # 2021-8

PLEASE POST ANTICIPATED OPENING

POSITION: Motor Equipment Repairer (Mechanic) (Civil Service position)
Public Works-Highway/Park Division

HOURS OF WORK: 40 hours per week/Monday – Friday/7am-3pm

SALARY: \$19.98 - \$24.64 per hour
(According to contractual salary schedule schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Maintain gas and diesel motor vehicles and equipment in proper function and safe condition.

Perform skilled diagnostic, repair and maintenance including tune ups, overhauls and rebuilds of vehicles and equipment assigned to department. This includes all components of the engines, manually operated transmissions, brakes, fuel, exhaust, cooling, electrical, and ignition systems, and car/truck running gear.

May occasionally plow snow and sand roads.

CARS/TRUCKS

Diagnose all troubles and all malfunctions, tune-up, maintain and repair, completely overhaul and rebuild vehicle and equipment of department.

PUMPS

Diagnose all troubles and all malfunctions, tune-up, maintain and repair, completely overhaul and rebuild all pumps and all associated equipment. This includes centrifugal, rotary gear, piston, and vane type pumps, their gauges, valves, priming systems, regulation and governing equipment and all associated piped and controls.

ELECTRICAL

Diagnose all troubles and all malfunctions, tune-up, maintain and repair, completely overhaul and rebuild all electrical equipment in department. This includes power generators, rectifiers, starters, motors, magnetos, exhaust fans, beacon-ray lights, flood lights, and all associated cables, switches, relays solenoids, and controls.

Performs all duties as assigned by the Director of Public Works, Highway/Park Superintendent and/or his/her designee.



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

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

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.

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.

QUALIFICATIONS:

Duties require knowledge equivalent to completion of a two (2) year vocational program in automotive and diesel mechanics. High School Graduate or equivalent with strong skills in writing and recordkeeping. Minimum of five (5) years of auto mechanic employment. Must possess valid Massachusetts Commercial Driver's License.

PHYSICAL REQUIREMENTS:

Frequent movement in and out of equipment and vehicles. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequent strenuous physical effort may be required.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. While performing the duties of the job, the employee regularly works 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/SORI screening prior to appointment.

CLOSING DATE:

FRIDAY, MARCH 19, 2021

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:

www.cityofhaverhill.com/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 # 2021-008 WHEN APPLYING ONLINE.