



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

April 26, 2019

Job # 2019-017

PLEASE POST
ANTICIPATED OPENING

POSITION: **Water Distribution Operator I (Civil Service position)**
Department of Public Works – Water Division

HOURS OF WORK: **7:00 a.m. – 3:00 p.m.**
Monday through Friday

SALARY: **\$18.06 - \$19.95 per hour**
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Performs unskilled to semi-skilled, light to heavy manual labor to assist in the operation, repair, construction, maintenance and inspection of the City of Haverhill public drinking water distribution system in accordance with accepted practices and procedures.

SUPERVISION RECEIVED:

Works under the supervision of the Water Maintenance Supervisor or his/her representative or an employee of a higher grade as assigned by the Water Maintenance Supervisor or General Foreman.

SUPERVISION EXERCISED:

Supervises helpers as assigned.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Performs manual labor including digging, lifting and moving parts and equipment, keeping equipment running around job sites.
- Assists with installation and repair of water pipes, valves, fittings and fire hydrants.
- Operates light trucks or cars to transport materials and equipment to and from job locations.
- Performs general building, grounds and vehicle maintenance.
- Finds and marks locations of underground water pipes and other utilities.
- Cleans and operates fire hydrants, distribution valves and curb stops.
- Uses a variety of hand tools and power tools to complete installation, maintenance and repair tasks.
- Reads and installs water meters and remote-read transmitters.
- Inspect, clean, oil, grease, and perform minor maintenance and repair to vehicles and equipment.



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- Utilizes hand-held digital data collection tools, computers, or paper forms to document operational status and maintenance requirements, initiate and complete work orders, and update water system assets in the City's Geographic Information System (GIS).
- Position is required to be on-call on a rotating, weekly basis with other employees. When on call, responds to emergencies outside normal working hours, including weekends, holidays and during inclement weather conditions. When not on call, may work scheduled overtime, emergency response and possible call out 24/7 in all kinds of weather conditions.
- Interface with public and perform semi-skilled and unskilled tasks to resolve customer service requests, inquiries, and complaints in a courteous, effective and timely manner.
- The duties listed above are intended only as an illustration 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:

At least two (2) years relevant experience working for a public drinking water distribution system or related field. Massachusetts Water Distribution Grade D-1 license is required. May be allowed up to twelve (12) months to obtain the D-1 license. Applicants must have high school diploma or equivalent and a valid drivers' license. Possession of Massachusetts Class B Commercial Drivers' License (CDL) and hoisting license are desirable. Willingness to work outside normal working hours is desirable.

SKILLS, KNOWLEDGE AND ABILITIES:

- Basic knowledge of public water systems and water metering systems.
- Ability to perform manual labor for extended periods and under varying weather conditions.
- Ability to use hand and power tools, and equipment used in operation, maintenance and construction of public water systems.
- Knowledge of health and safety practices used in the operation, maintenance, repair and construction of water 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.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

PHYSICAL REQUIREMENTS:

- This position works mostly outdoors; and is exposed to changes in weather.
- Requires frequent movement in and out of vehicles and equipment, in and out of trenches and excavations, construction sites, confined spaces and related facilities. Frequent travel is required by motor vehicle to work site.



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- The position requires frequent to constant strenuous physical activity including, but not limited to: lifting, pushing, pulling, bending, squatting, kneeling, twisting, carrying, standing, walking, sitting and reaching.
- Ability to move and/or manipulate materials that weight in excess of fifty (50) pounds. Employees are able to get help with lifting heavy objects and are encouraged to if an object weighs over one hundred (100) pounds.
- Attendance is mandatory.

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

CLOSING DATE:

FRIDAY, MAY 10, 2019

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 # 2019-017 WHEN APPLYING ONLINE.