



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

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

December 27, 2021

**Wastewater
Job # 2021-051**

**PLEASE POST
ANTICIPATED OPENING**

POSITION: Water/Wastewater Engineer

HOURS OF WORK: Full-time/40 hours per week

SALARY: \$1,525.34 - \$1,874.49 per week
(According to Contractual Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

Provides engineering and project management expertise to support the planning, design, operation, maintenance, construction, and repair of the water distribution system, water treatment plant, wastewater collection system, wastewater treatment plant, water supplies, pumping stations, and related facilities.

SUPERVISION RECEIVED:

The Water/Wastewater Engineer works under the general guidance and direction of the DPW Director and Deputy DPW Director.

SUPERVISION EXERCISED:

The Water/Wastewater Engineer supervises assigned support staff on a project by project or as-needed basis.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Oversees the technical aspects related to design, construction, repair, and maintenance of the water and wastewater systems.
- Provide engineering expertise and support to develop solutions for complex problems in the water, wastewater, and stormwater collection and treatment systems to support efficient operation and regulatory compliance.
- Assists with developing and implementing capital improvement plans and master plans for water and wastewater systems.
- Develops and manages project scopes, budgets, and schedules.
- Review and approve technical documents, reports, engineering plans, and specifications to ensure compliance with city technical requirements, design guidelines, and applicable federal, state, and local laws.
- Communicates and coordinates with other city departments and utilities to coordinate water, sewer, and stormwater projects with other infrastructure projects and improvements.
- Develops and administers professional engineering services contracts, construction contracts, and other contracts for services related to the water, wastewater, and stormwater systems.
- Develops bid documents and requests for proposals for equipment, materials, and services required to operate and maintain the city water, wastewater, and stormwater systems.
- Prepare reports and information for regulatory compliance, operation and maintenance activities, finances, and



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projects for various audiences.

- Performs hydraulic calculations and modeling for the water distribution and sewer collection systems.
- Plans and directs field studies, measurements, observations, investigations, and tests to support construction and operations.
- Develops and updates specifications, design and construction standards, standard operating procedures, and other related documents. Interfaces with construction inspectors and contractors to ensure compliance.
- Manages and coordinates to ensure the upkeep of accurate records of operations, maintenance, construction, activities, and maps and plans of the water, wastewater, and stormwater facilities.
- Interfaces and coordinates with regulatory agencies.
- Performs other work as assigned by the DPW Director or Deputy DPW Director.

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.

ENTRANCE REQUIREMENTS:

Bachelor of Science degree in Civil or Environmental Engineering or related field with a minimum of 5 years of progressively responsible experience, including relevant design and project management experience on water and wastewater systems. Engineer-in-Training or Professional Engineer licensed in Massachusetts preferred.

QUALIFICATIONS, KNOWLEDGE AND ABILITIES REQUIRED:

- Thorough knowledge of the principles, practices, materials, and equipment applicable to the planning, design, operation, maintenance, repair, and construction of municipal water and wastewater systems.
- Strong planning, communication, leadership, interpersonal skills, and solid budgetary and customer service abilities.
- Ability to make decisions and recommendations on complex technical matters.
- Ability to establish and maintain effective working relationships with other water and wastewater employees, contractors, developers, federal and state regulators, other city departments, the public, and others contacted in such work.
- Working knowledge of safety regulations and practices applicable to the water and wastewater systems.
- Skills in written and oral communication at a level necessary for efficient job performance.
- Experience with Microsoft Office applications, computerized maintenance management systems (CMMS), geographic information systems (GIS), and hydraulic modeling of water and sewer systems.
- Familiarity with control system concepts for process control, including PLCs and HMIs.
- Knowledge of local, state, and federal regulations, programs, and permits pertaining to municipal water and wastewater systems.

PHYSICAL REQUIREMENTS:

- Position splits time between office and field. Travel is required by motor vehicle to various sites and facilities.
- Various duties are performed outdoors and may occur during inclement weather conditions.
- Requires walking, bending, kneeling, reaching, squatting and climbing while at water and wastewater facilities and construction sites.
- Requires movement in and out of a vehicle, around office areas, commercial and industrial facilities, construction



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sites, and related facilities.

- Must be able to lift up to 50 pounds and access facilities typical of municipal water and wastewater systems.
- Tasks may require exposure to hazardous materials and atmospheres typical of municipal water and wastewater systems.
- Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection.

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

CLOSING DATE:

OPEN UNTIL FILLED

**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:

https://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 # 2021-051 WHEN APPLYING ONLINE.