



# Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

June 21, 2018

Job # 2018-033

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** Wastewater Electrician/Instrumentation/Mechanic  
Wastewater Treatment Plant

**HOURS OF WORK:** Monday – Friday (40 hours per week)

**SALARY:** \$22.87 - \$31.08 per hour  
(According to Contractual Salary Schedule)

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

Performs and/or supervises work involved in the maintenance, repair, replacement, installation, testing, adjustment and troubleshooting circuits and components, power generating equipment, electrical wiring and equipment, instrumentation employed in the operation of wastewater treatment plants, pumping stations and related facilities.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Facility Manager or his/her representative.

**SUPERVISION EXERCISED:**

This position may exercise working supervision over assigned personnel. Supervises outside vendors and contractors as needed.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Responsible for the maintenance and repair of transformers power centers, motor control centers, operator panels, lighting systems, emergency lighting systems, generators, security systems, fire alarm system, telephone and paging system, underground and primary and secondary systems services.

Maintain, troubleshoot and perform basic repairs on Programmable Logic Controllers, Uninterruptible Power Supplies, Fiber Optic and wireless Ethernet systems, magnetic flowmeters, signal converters and signal transmitters.

Performs work requiring practical and theoretical application of electronic principles and techniques.

Position involves the repair, maintenance, operation, installation, testing, modifying or adjusting various types of electronic circuits and components, pneumatic, hydraulic controls and mechanical devices.

Works from schematics, wiring diagrams and manufacturer's specifications in the operating, adjusting and being able to locate and diagnose malfunctions, modify or repair various electronic equipment and instrumentation.

Installs and wires motors, switchgear controls, relays, transformers, circuit breakers and indicating meters. Tests and maintains storage batteries and charging equipment. Locates and clears short circuits.

Performs inspections and maintenance of electrical and electronic equipment.

## **Wastewater Electrician/Instrumentation/Mechanic**

### **Page 2 of 3**

Inspects switchgear, transformer relays, motors and electrical control equipment for proper functioning using ammeter, voltmeters, meg meter and other testing devices.

Tests and adjusts electric, electronic and mechanical devices, controls and apparatus.

Repairs and maintains electric motors, variable speed drives, dual-fuel boilers, transformers, electrical heating and lighting system controls, and auxiliary portable electrical equipment.

Lays outs, assembles, installs, tests all electrical, electronic apparatus and wiring for power and lighting.

Disassembles, cleans, oils, inspects, replaces parts and adjusts, reassembles instruments such as voltmeters, ammeters, watt-meters, time switches, tachometers, clocks and other precision recording and indicating instruments, switches and control devices.

Make estimates of time and material needed.

Attends training to become proficient in service repair and the troubleshooting of all current and future instrumentation.

Works with mechanics, as a mechanic, when assigned by the Facility Manager or his/her representative.

May be required to respond to emergencies outside of normal working hours.

The essential functions or 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:**

Applicants must have at least 10 (ten) years of full-time paid employment in the operation, maintenance and repair of low and medium voltage electrical equipment and auxiliary generators, including substantial experience in work on electronic devices and controls. Must possess and maintain a current Massachusetts Journeyman Electrician License and appropriate Massachusetts driver's license to operate up to a one ton pick-up truck and a small dump truck.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the standard tools, materials, methods, and practices of the electrical and instrumentation trade. Skill in the use and care of the tools and equipment of the electrical trade.

Ability to plan, schedule, and supervise the work of any workers assigned to him in maintaining and repairing a wide variety of electrical, electronic and instrumentation equipment.

Skilled in the repair, replacement, rehabilitation and/or maintenance of electronic and pneumatic instrumentation.

Thorough knowledge of the occupational hazards and safety precautions of the electrical trade and Water Pollution Control Federation Manual of Practice No. 1 "Safety in Wastewater Works."

Must be capable of taking independent actions on projects within his jurisdiction. Thorough knowledge of the principles and theory of electricity.

Considerable knowledge of the methods and practices of servicing a variety of protective and operating relays and motor controllers.

Knowledge of relay theory.

Knowledge of the Underwriters code.

Knowledge of principles upon which electric, electro-pneumatic, hydraulic, mechanical, and other types of instruments and control devices operate and the function of their components parts.

Ability to read, interpret, and work from electrical and instrumentation blue prints and diagrams.

**PHYSICAL REQUIREMENTS:**

Employees in this position work indoors and outdoors.

Excellent eye sight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

Required 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 stormwater facilities. May erect and work from scaffolding and ladders.

Tasks frequently involve potential hazardous exposure to electricity, wastewater, hazardous materials, atmospheres, and moving parts and equipment typical of wastewater treatment plants, pumping stations, and related facilities.

Frequent strenuous physical effort 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 and for long periods of time throughout a work shift.

Ability to use and wear personal protective equipment and clothing when necessary, such as hearing protection, eye protection, foot and hand protection, respiratory protection, Tyvek suit and hard hat.

Attendance is mandatory.

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

**CLOSING DATE:**

**FRIDAY, JULY 13, 2018**

**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](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](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2018-033 WHEN APPLYING ONLINE.**

