



# 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)

Christina Carrie, Head Clerk/Floater – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

November 18, 2020

Job # 2020-47

## **PLEASE POST ANTICIPATED OPENING**

**POSITION:** Motor Equipment Operator (MEO) – Civil Service Position  
Water Department – Department of Public Works

**HOURS OF WORK:** Monday – Friday  
40 hours per week – 7:00 a.m. to 3:00 p.m.

**SALARY:** \$20.58 - \$23.23 per hour\*  
(According to Contractual Salary Schedule)

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The Motor Equipment Operator is responsible for operating many different types of light, medium, and heavy equipment to support the operation, maintenance, and construction of the City of Haverhill's water system. Duties and responsibilities include operating backhoes, excavators, trucks, front end loaders, and more; inspecting, cleaning, maintaining and repairing equipment; assisting as a water department laborer on the jobsite and to maintain the buildings, grounds and water department properties; administrative tasks, working overtime as needed and being on-call on a weekly rotating basis.

### **SUPERVISION RECEIVED:**

The Motor Equipment Operator works under the supervision of the Water Maintenance Craftsperson/Plumber.

### **SUPERVISION EXERCISED:**

The Motor Equipment Operator oversees the safe operation of the excavation site and helps to guide the activities of the other personnel to ensure safety on the job site. The MEO is responsible for maintaining DigSafe utility markings.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

- Operate rubber tired backhoes, loaders and excavators for the digging and filling of trenches, moving, lifting and loading materials.
- Operate trucks with or without trailer for transporting tools, supplies and materials to water construction crews.
- Backfilling and hot topping or cold patching trenches and performing laborer duties which include loading and unloading trucks, pick and shovel for the repair and maintenance of the water system, its grounds and buildings.
- Assist Water Department Craftsman/Plumber in the completion of assigned duties.
- Assist in the all-around upkeep of buildings, property, equipment and trucks.
- Maintenance and care of assigned equipment.
- Maintain written documentation of all work performed.

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 logical assignment to the position.





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## **PHYSICAL REQUIREMENTS:**

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 throughout a work shift. Frequent movement in and out of equipment, vehicles, and trenches.

Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot, head and hand protection, and respiratory protection.

Withstand working regularly in outside weather conditions including wet, hot, cold, and humid conditions. Attendance is mandatory.

## **QUALIFICATIONS AND ENTRANCE REQUIREMENTS:**

The successful candidate must have two years related experience, current valid Massachusetts Class D Drivers' License issued by the Registry of Motor Vehicles, Massachusetts DPS 2-B Hoisting License and obtain CDL-B with Air Break endorsement and Grade D-1 Water Distribution Operator Certification within one year. Candidates must have the ability to obtain Grade D-2 Water Distribution Operator Certification and Massachusetts DPS 2-A Hoisting License (Excavator) within 18 months.

Ability to establish and maintain effective working relationships with supervisors, other employees, contactors, general public and others contacted in such work.

## **SPECIAL QUALIFICATIONS, KNOWLEDGE, AND ABILITIES:**

Skills in written and oral communication at a level necessary for efficient job performance.

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/SORI screening prior to appointment.

## **CLOSING DATE:**

**FRIDAY, DECEMBER 4, 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](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 # 2020-47 WHEN APPLYING ONLINE.**

**\*Current City Employees having continuous employment with the City, beginning prior to July of 2010 may be entitled to rates 3.0% higher than those posted for new hires.**