



# Haverhill

Human Resources Department, Room 306  
Denise McClanahan, HR Director – [dmcclanahan@cityofhaverhill.com](mailto:dmcclanahan@cityofhaverhill.com)  
Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)  
HR: (978) 374-2357 - Benefits: (978) 374-2311 - Fax: (978) 374-2343

November 15, 2019

Job # 2019-048

**PLEASE POST  
ANTICIPATED OPENING**

**POSITION:** HVAC Technician  
City of Haverhill – Joint Facilities Department

**HOURS OF WORK:** Monday through Friday (40 hours per week)  
Schedule to be determined

**SALARY:** \$80,000 per year  
(Salary according to non-union salary schedule)

**POSITION SUMMARY:**

This position is responsible for installing, inspecting, and fixing both school and city buildings' heating, cooling, and ventilation systems. Candidates should have extensive experience handling, installing, and fixing HVAC equipment, and be comfortable working with little to no supervision.

**GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

- Install new heating, cooling, and ventilation systems
- Inspect current HVAC systems for effectiveness and safety
- Perform preventative maintenance on HVAC systems to increase longevity
- Conduct performance tests with specialized tools
- Troubleshoot current HVAC system issues
- Repair damaged HVAC systems
- Maintain accurate inventory of all equipment and HVAC resources

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.

**REQUIREMENTS AND QUALIFICATIONS NEEDED:**

- Certification through the Environmental Protection Agency to handle refrigerants is required
- Certification or Associate's degree from an HVAC program at a technical school is required
- Must hold state HVAC technician license
- Strong verbal communication skills, ability to explain complex HVAC issues with customers in a way they understand



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- Critical-thinker, problem solver and able to diagnose problems quickly and efficiently
- Must hold a valid state driver's license
- Must be punctual and adhere to a daily schedule with multiple appointments in different locations
- Previous on the job training a plus

## **PHYSICAL REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to bend, crawl, sit, talk, move about, hear and speak. May be required to work in small spaces and/or under difficult lighting. Noise level may be high when operating power equipment or servicing HVAC equipment. Employee may be exposed to outside weather conditions especially in emergency repair situations. Must occasionally lift and/or move up to 60 pounds and greater than 60 pounds using appropriate equipment.

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 outside weather conditions. The employee can be frequently exposed to wet, hot/cold and/or humid conditions. Attendance is mandatory.

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

## **CLOSING DATE:**

**MONDAY, DECEMBER 2, 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](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 # 2019-048 WHEN APPLYING ONLINE.**