



# Haverhill

Human Resources Department, Room 306

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

Mary Carrington, HR Director – [mcarrington@cityofhaverhill.com](mailto:mcarrington@cityofhaverhill.com)

Denise McClanahan, HR Technician – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

January 20, 2012

## WASTEWATER

### PLEASE POST ANTICIPATED OPENING

**POSITION:** IPP Coordinator / Training Officer / Chemist  
Water/Wastewater Division

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

**SALARY:** \$855.34 - \$1206.53 per week  
(According to Contractual Salary Schedule)

### **GENERAL STATEMENT OF DUTIES:**

Responsible for overseeing, updating, implementing and enforcing the industrial wastewater pretreatment program and the septage-receiving program.

Oversee and coordinate periodic review and update of all Water and Wastewater Divisions procedural manuals, training manuals, standard operating procedures, and emergency plans. Act as safety and health agent for Water and Wastewater Divisions to identify safety and health needs, training required and notification procedures.

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 Chemistry, Biochemistry, Microbiology, Bacteriology or other related field or at least two years of involvement with industrial and commercial pretreatment programs.

### **KNOWLEDGE AND ABILITIES REQUIRED:**

Knowledge of the principles of representative sampling. Knowledge of the statistical approach to precision and accuracy as applied to sampling, analysis, and handling and analysis of data. Thorough knowledge of the Water Environmental Federation Manual of Practice: No. 1, "Safety in Wastewater Works". Knowledge of Federal and State regulations pertaining to industrial pretreatment. Familiar with or become familiar with the City's local Sewer Use Ordinance. Extensive knowledge of the principles and practices of analytical chemistry and its application in



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environmental engineering, must possess knowledge of the Wastewater Treatment Process. Must possess computer skills and be able to use all current programs used at the Wastewater Facility.

## **PHYSICAL REQUIREMENTS:**

May work in proximity of biological, chemical, electrical and mechanical hazards. Position may require physical activity including, but not limited to: lifting, pushing/pulling, bending/squatting, kneeling/twisting, carrying, standing, walking, sitting and reaching. Position may require entry into confined spaces. Movement in and out of office and vehicle. Attendance is mandatory.

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

## **Closing Date:**

**WEDNESDAY, FEBRUARY 8, 2012**

## **Submit Application to:**

Mary Carrington, Human Resources Director  
City of Haverhill  
4 Summer Street, Room #306  
Haverhill, MA 01830

"THE CITY OF HAVERHILL IS AN EEO/AA/ADA EMPLOYER."