



# 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)

Christine Caminero, HR Technician – [ccaminero@cityofhaverhill.com](mailto:ccaminero@cityofhaverhill.com)

Christina Carrie, HR Technician – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

Parisa Daneshmand, Head Clerk/Floater- [pdaneshmand@cityofhaverhill.com](mailto:pdaneshmand@cityofhaverhill.com)

March 25, 2024

Job # 2024-11

**PLEASE POST**  
**ANTICIPATED JOB OPENING**

**POSITION:**

**Water Treatment Plant Chemist**

Water Treatment Plant (Civil Service Position)

**HOURS OF WORK:**

40 hours per week (Evening Shift Openings)  
Monday – Friday 7am – 3pm

**SALARY:**

**\$1,378.97 - \$1,478.46 per week (for hires after 7/1/2010)**

**\$1,423.83 - \$1,526.56 per week (for hires on or before 7/1/2010)**

(According to the Water/Wastewater Office & Technical Group contractual salary schedule)

**General Statement of Duties and Responsibilities:**

The water treatment plant chemist performs all duties related to the operation and management of the water treatment plant laboratory.

**Supervision Received/Exercised**

Works under the supervision of the water treatment plant manager and/or public works director. Will be the direct supervisor of the water treatment plant laboratory technician. May supervise seasonal laboratory staff, interns, outside vendors, and contractors. In the absence of the water treatment plant manager, the chemist may assume the duties and responsibilities of that position.

**Examples Of Duties and Responsibilities**

- Shall oversee and direct the daily operation of the laboratory.
- Maintains the laboratory certification per the requirements of the Commonwealth of Massachusetts Laboratory Certification Office and 310 CMR 42.
- Supervises, collects samples and performs water quality testing for the entire water treatment process, source water monitoring program, and water distribution system.
- Periodically evaluates the chemical dosing of the treatment process and recommends changes.
- Maintains all laboratory equipment by completing or coordinating all preventative and corrective maintenance work.
- Monitors the level of chemicals and supplies incidental to the operation of the water treatment plant laboratory.
- Coordinates with vendors and contractors as assigned.
- Develop the annual laboratory budget request.
- Manages the laboratory work related to installing new water distribution system infrastructure.
- Assists and performs analysis of bulk chemical deliveries.
- Enters and reviews lab analysis data in the facility database.
- Participates in laboratory and plant safety and training programs and responds to associated needs.
- Interact with the public and respond to resolve customer inquiries and complaints related to water quality in a courteous, effective, and timely manner.
- Coordinates the development, publication, and distribution of the Consumer Confidence Report.



# 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)

Christine Caminero, HR Technician – [ccaminero@cityofhaverhill.com](mailto:ccaminero@cityofhaverhill.com)

Christina Carrie, HR Technician – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

Parisa Daneshmand, Head Clerk/Floater- [pdaneshmand@cityofhaverhill.com](mailto:pdaneshmand@cityofhaverhill.com)

- Interfaces with the appropriate State and Federal staff and partners regarding monitoring requirements of the various drinking water and NPDES compliance programs.
- Coordinates with the schools and the public for requests for facility information and tours.
- Manages the water conservation program.
- Provides training to operations staff on proper laboratory techniques.

The duties listed above are intended only as illustrations of the various types of work that may be performed, and additional duties may be assigned by the supervisor. 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.

## **Qualifications:**

- High school diploma or equivalent.
- Bachelor of Science degree in chemistry, biology, microbiology, environmental science, environmental or civil engineering, or closely related field beneficial.
- A minimum of three (3) years full-time experience in a laboratory environment.
- Possession of a valid driver's license.
- Certification as a Commonwealth of Massachusetts grade III or IV drinking water treatment plant operator. Lesser grade treatment certification may be considered with the stipulation of acquiring a grade III certification within a defined time period.

## **Skills, Knowledge, And Abilities**

- Thorough knowledge of the drinking water treatment process for a dissolved air flotation surface water treatment plant and applicable chemistry.
- Thorough knowledge of current Commonwealth of Massachusetts and USEPA drinking water and NPDES regulations and reporting requirements.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective working relationships with associates and the public.
- Proficient in operating a personal computer and Windows operating system with proficiency using Microsoft Excel and Word.
- Knowledge of supervisory control and data acquisition (SCADA) systems and their use in water operations including knowledge of GE Digital software such as iFIX and Historian.
- Knowledge of computerized maintenance management systems (CMMS).
- Skills in written and oral communication at a level necessary for efficient job performance.
- Skills in using basic hand-held and power tools to perform typical equipment maintenance activities.
- Skills in using lab equipment such as pH meters, turbidimeters, glassware, and other precision instruments.

## **Physical Requirements:**

Occasional strenuous physical effort required; ability to lift and carry weights up to 50 to 75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Frequently remains standing for lengthy periods of time while working. Must have dexterity to properly collect samples and work with lab equipment. Frequently moves in and out of vehicles. Ability to use and wear personal protective equipment as required for working in around chemical handling equipment and a laboratory environment. Attendance is mandatory.

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



# 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)

Christine Caminero, HR Technician – [ccaminero@cityofhaverhill.com](mailto:ccaminero@cityofhaverhill.com)

Christina Carrie, HR Technician – [ccarrie@cityofhaverhill.com](mailto:ccarrie@cityofhaverhill.com)

Parisa Daneshmand, Head Clerk/Floater- [pdaneshmand@cityofhaverhill.com](mailto:pdaneshmand@cityofhaverhill.com)

**CLOSING DATE: OPEN UNTIL FILLED**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT [HRD@CITYOFHAVERHILL.COM](mailto:HRD@CITYOFHAVERHILL.COM)**

**PLEASE REFERENCE JOB # 2024-11**

"The City of Haverhill is an AA/EEO/ADA Employer."