



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

Christina Carrie, HR Technician – ccarrie@haverhillma.gov

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Bridget Panniello, Head Clerk/Floater – bpanniello@haverhillma.gov

October 8, 2026

Job # 2026-55

PLEASE POST ANTICIPATED OPENING

POSITION: **Construction Inspector**
Engineering Department

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

SALARY: **\$99,000-\$110,000 per year**
(Engineering Salary Scale)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The Construction Inspector will be responsible for inspecting the work activity and condition of all street and relative utility work within the city. These inspections will occur while tracking Street Opening, Trench and relative Utility Permits issued through DPW. In addition, Stormwater, Sanitary Sewer, and relative Utility Inspections on construction sites will be performed by this person. The various inspections will be performed to meet the latest Federal, State, and City regulations.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Perform engineering computations and inspect construction work to verify conformance with project documents.
- Conduct field tests and coordinate verification to be sure materials are in compliance with Specifications.
- Monitor contractor's operations to ensure compliance with specifications.
- Monitor and inspect all work performed by subcontractors. Witness inspections. Check reports and documentation issued by subcontractors. File all necessary documentation.
- Provide feedback to contractors and subcontractors while evaluating the work performance qualifications of personnel of sub-contractors including advising contractors of violations and recommending adjustments to operations.
- Ability to interpret plans and specifications and assure compliance with traffic control requirements, safety requirements, environmental requirements, SWPPP compliance, and noise, dust and erosion control.
- Must be familiar with dewatering, backfilling and compaction of utility trenches and pavement/surface restoration. Previous work on similar projects for municipal authorities is very beneficial.

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.



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SUPERVISORY RESPONSIBILITIES:

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

Must have a valid and current driver's license. Good driving history. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Civil Engineering or Construction Management, or minimum of 5 years work experience serving in similar capacity for public works projects required.
- Knowledgeable about construction practices; physical characteristics and properties of roadway, structures, drainage and utility systems construction materials; and the approved methods and equipment used to conduct physical tests of construction materials.
- Experience in observing public works infrastructure improvement projects, record keeping, evaluation of work desired.
- Familiarity with construction procedures and scheduling of work components is very beneficial.
- Experience in observing construction of public works infrastructure improvement projects and in reviewing and understanding construction documents for public works projects, record keeping, evaluation of work completed and/or proposed [i.e., change orders], OSHA training/certification and Confined Space Entry certification needed (or will train).

LANGUAGE/MATHEMATICAL SKILLS:

Ability to read and interpret documents such as plans, contracts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Possess good communication skills, be well organized and detail oriented. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, flow, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of incidental variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.



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PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Attendance is mandatory.

Applicants will be required to undergo a pre-employment physical exam, and background check including CORI screening prior to appointment.

CLOSING DATE: OPEN UNTIL FILLED

APPLICATION IS AVAILABLE ONLINE AT:

www.haverhillma.gov/government/job-opportunities

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@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2026-55

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