Haverhill

Human Resources Department, Room 306
Phone: (978) 374-2357 Fax: (978) 374-2343
Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov
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Bridget Panniello, Head Clerk/Floater- bpanniello@haverhillma.gov

November 16, 2026 **Job # 2026-58**

PLEASE POST
ANTICIPATED OPENING

POSITION: **Jr. Engineering Aide**
Engineering Department

HOURS OF WORK: **Monday-Friday 7AM-4PM**
(40 Hours per Week)

SALARY: **$828.39- $991.62 per week**
(According to the Engineering Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The ideal candidate will play a crucial role in ensuring the smooth operation of the Engineering office by providing essential support. This position requires strong communication skills, attention to detail, and the ability to manage multiple tasks efficiently.

Performs a wide range of administrative functions including word and data processing, filing, scheduling, and correspondence management. Serves as the first point of contact for those contacting the department either in person, by email, or via telephone. Provides quality customer service.

Duties will include working with permitting software (Open Gov) and Engineering related programs. Will assist the general public with applying for Engineering related permits.

Duties will include researching and documenting engineering data, assisting in the filing, maintenance and updating of plans, permits, procedures, and records. Scanning, copying, and emailing plans and other documents are primary functions of the position.

Perform additional duties as assigned. 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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QUALIFICATIONS:

Applicants must possess a high school diploma or equivalent. 3-5 years of relevant office administration experience, preferably in a municipal setting or any equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Applicants must be fully computer literate and familiar with all Microsoft Office programs. Familiarity with engineering and drafting techniques are preferred, but not required. Training will be provided. Customer service skills are a must. Applicants also must possess a valid Driver's License issued by the Registry of Motor Vehicles.

Ability to deal tactfully, courteously, and professionally with all personnel. Must be dependable. Excellent communication skills, both oral and written. Interacts effectively with members of the public, city government, business community, and state and federal agencies.

PHYSICAL REQUIREMENTS:

Required to bend, kneel, reach and squat frequently throughout a work shift.

Position will also consist of sedentary periods while working on a computer. Ability to walk or stand continuously to service the public will also be a necessity. Attendance is mandatory.

Applicants will be required to undergo a 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 # 2026-58

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