

**South Essex Sewerage District**  
**Application Procedure and Submission Requirements for the Position of**  
**ELECTRICAL FOREMAN**

**General**

All requirements for submission of an application for the subject position are set forth herein.

- First date of advertisement – June 4, 2021
- Application packages may be mailed, emailed or hand delivered.
  - If application is mailed, mail to:  
Anita Runne', Clerk of the District  
South Essex Sewerage District  
P.O. Box 989  
Salem, MA 01970
  - If application package is hand delivered, deliver to:  
Anita Runne' Clerk of the District  
South Essex Sewerage District  
Administration Building, 2<sup>nd</sup> Floor  
50 Fort Avenue  
Salem, MA 01970
  - If application package is emailed, email to:  
Anita Runne' at [arunne@sesd.com](mailto:arunne@sesd.com)

For additional information, please contact Anita Runne' at 978-744-4550 ext. 158.

**Contents of Application Submittals**

Application package submittals must include the following documents:

- Item A – A signed original cover letter addressed to David Michelsen, Executive Director. The letter must contain the following items:**
  - **An explanation describing how the applicant's education, background, experience and qualifications meet the requirements of the job description for the position and a statement describing the applicant's intent to perform the responsibilities of the position.**
- Item B – An up to date resume with copies of supporting qualifications and experience documentation such as diplomas, degrees, certificates and licenses.**
- Item C – A fully completed and signed SESD job application.**

**District Review of Application Submittals**

Each application submittal will be reviewed for timeliness, completeness, content and attention to detail.

The District reserves the right to reject application packages that fail to satisfy all of the time, procedural and submission requirements.

|          | <u>Hourly</u> | <u>Pay Rate Schedule</u><br><u>Weekly</u> | <u>Annual</u> |
|----------|---------------|---|---------------|
| STEP 1 - | \$30.4433     | \$1,217.7304                              | \$63,321.98   |
| STEP 2 - | \$32.7916     | \$1,311.6656                              | \$68,206.61   |
| STEP 3 - | \$35.3789     | \$1,415.1542                              | \$73,588.02   |

(Starting pay rate commensurate with qualifications and experience)

Attachments: Electrical Foreman job description  
SESD job application

## ELECTRICAL FOREMAN

### **Definition**

Skilled technical, mechanical and supervisory work overseeing the electrical operating and control systems, equipment and fixtures of the wastewater treatment plant, pumping stations, and other facilities; all other related work as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school graduation and advanced technical training in variable frequency drives and controls, red tag procedures with engineering and electronics courses highly desirable; eight to 12 years electrical experience of which four to six years should be in three-phase, 480-volt or higher, two years in commercial, and three to five years in industrial; or an equivalent combination of education and experience.

#### **Special Requirements**

Massachusetts Master Electrician's License  
Massachusetts Driver's License.

#### **Knowledge, Ability and Skill**

*Knowledge.* Knowledge of electrical systems and control systems related to wastewater treatment machinery, equipment, and other facilities. Knowledge of how these systems and equipment are maintained and repaired. Knowledge of approved methods, practices, code requirements and safety standards.

*Ability.* Ability to handle a variety of duties without supervision; ability to plan, organize, and coordinate assigned electrical and control systems maintenance projects; ability to direct the work of others; ability to prepare routine maintenance reports and maintain accurate records; ability to react promptly and efficiently in emergencies; ability to interpret technical manuals, specifications, wiring diagrams, schematics and codes; ability to use hand and power tools; ability to troubleshoot electrical and control malfunctions.

*Skill.* Excellent communication skills, both oral and written.

### **Physical Requirements**

Moderate physical effort generally required to perform work, including bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Sometimes works in confined areas for extended periods of time. Must be able to access all areas of a multi-level facility. Frequently required to operate

hand, power, and various tools, such as drills, saws, hydraulic punches and cutters, standard and special electrical tools and equipment, such as voltmeters, ammeters, and synchrosopes requiring manual dexterity. Excellent eye sight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

### **Supervision**

Works under the general direction of the Superintendent of Maintenance or Assistant Superintendent of Maintenance.

Performs highly responsible technical, mechanical and supervisory functions, requiring the exercise of independent judgment assigning tasks and setting priorities and in determining the use of proper technical methods.

Supervises three, or more, full-time maintenance department employees.

### **Job Environment**

Most work is performed under shop and field conditions with potential exposure to loud noises, heights, toxic or caustic chemicals, fumes or airborne particles, near moving parts and frequent risk of electrical shock; some work is performed outside with exposure to variable weather conditions.

Has contact with other District staff and some contact with vendors.

Errors in judgment could lead to danger, delay or loss of service, damage to equipment, injury to self and others, and legal ramifications to the District.

Adheres to the District's safety rules, regulations and policies.

### **Essential Functions**

*The essential functions or duties listed below 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 related, or a logical assignment to the position.*

Ensures that all electrical operating and control systems, equipment and fixtures are in good working order by determining priorities and assigning and supervising the daily work of the electrician, instrumentation repair technician and the electrical/instrumentation helper. Visits work sites to ensure that assigned work has been completed satisfactorily.

Reviews, assigns, and signs-off on work orders on a daily basis. Periodically confers with the Assistant Superintendent of Operations, Assistant Superintendent of Maintenance and Superintendent of Maintenance to review and expedite outstanding work orders.

Provides support to the electrician and instrumentation repair technician, including hands-on leadership, advice and experience, manufacturer, vendor and supplier information, code requirements, and information about replacement parts and tools.

Prepares labor and materials estimates.

Inspects, repairs and maintains electrical, electrical mechanical, and/or electronic operating and control systems, equipment and fixtures including power, instrumentation, lighting, heating and cooling systems. Inspects and repairs wiring, meters, outlets and panels. Installs new electrical and electronic equipment.

Enters and upgrades maintenance records in the computerized maintenance program.

Performs and coordinates high-voltage switching.

# SOUTH ESSEX SEWERAGE DISTRICT

50 FORT AVENUE, P.O. BOX 989

SALEM, MA 01970

## APPLICATION FOR EMPLOYMENT

*Applicants will receive consideration without discrimination on the basis of race, color, sex, age, national origin, disability, religion, veteran status, gender identity, sexual orientation, genetic information or any other category protected by federal, state or local law.*

|                                      |  |       |   |  |
|--------------------------------------|--|-------|---|--|
| P<br>E<br>R<br>S<br>O<br>N<br>A<br>L | Last Name  | First | M.I.  |  |
|                                      | Street Address   |       | Home Telephone<br>(    )                              |  |
|                                      | City, State, Zip Code  |       | Cell Phone<br>(    )                                  |  |
|                                      | Have you ever applied for employment with us?<br>[ ] Yes [ ] No    If yes: Month and Year _____  |       |   |  |
|                                      | Position Desired   |       | Pay Expected  |  |
|                                      | Apart from absence for religious observance, are you available for full-time work?<br>[ ] Yes [ ] No    If not, indicate hours available _____   |       | Will you work overtime if asked?<br>[ ] Yes    [ ] No |  |
|                                      | Are you legally eligible for employment in the United States?<br><small>(If hired, you will be required to verify your identity and eligibility to work in the United States.)</small> |       | When will you be available to begin work?             |  |
|                                      | Are you 18 years of age or older?<br>[ ] Yes [ ] No    If not, employment subject to verification of age.  |       | Date of Application<br>/       /                      |  |

|   | School                           | Name and Location of School | Course of Study | No. of Years Completed | Did you Graduate? | Degree or Diploma |
|---|----------------------------------|-----------------------------|-----------------|------------------------|-------------------|-------------------|
| E<br>D<br>U<br>C<br>A<br>T<br>I<br>O<br>N | Elementary                       |                             |                 |                        | [ ] Yes<br>[ ] No |                   |
|   | High School                      |                             |                 |                        | [ ] Yes<br>[ ] No |                   |
|   | Business/<br>Trade/<br>Technical |                             |                 |                        | [ ] Yes<br>[ ] No |                   |
|   | College                          |                             |                 |                        | [ ] Yes<br>[ ] No |                   |
|   | Graduate                         |                             |                 |                        | [ ] Yes<br>[ ] No |                   |
|   |                                  |                             |                 |                        |                   |                   |

**EMPLOYMENT HISTORY**

Please give accurate, complete full-time and part-time employment records. Start with your present or most recent employer. You may include volunteer experience.

|          |  |   |
|----------|--|---|
| <b>1</b> | Company Name                           | Telephone<br>(    )                                     |
|          | Address                                | Employed – (month and year)<br>From    /        To    / |
|          | Name of Supervisor                     |   |
|          | State Job Title and Describe Your Work | Reason for Leaving                                      |

|          |  |   |
|----------|--|---|
| <b>2</b> | Company Name                           | Telephone<br>(    )                                     |
|          | Address                                | Employed – (month and year)<br>From    /        To    / |
|          | Name of Supervisor                     |   |
|          | State Job Title and Describe Your Work | Reason for Leaving                                      |

|          |  |   |
|----------|--|---|
| <b>3</b> | Company Name                           | Telephone<br>(    )                                     |
|          | Address                                | Employed – (month and year)<br>From    /        To    / |
|          | Name of Supervisor                     |   |
|          | State Job Title and Describe Your Work | Reason for Leaving                                      |

|          |  |   |
|----------|--|---|
| <b>4</b> | Company Name                           | Telephone<br>(    )                                     |
|          | Address                                | Employed – (month and year)<br>From    /        To    / |
|          | Name of Supervisor                     |   |
|          | State Job Title and Describe Your Work | Reason for Leaving                                      |

We may contact the employers listed above unless you indicate those you do not want us to contact.

**DO NOT CONTACT**

|                    |        |
|--------------------|--------|
| Employer Number(s) | Reason |
|--------------------|--------|

|   |  |                           |
|---|--|---------------------------|
| <b>MILITARY</b>   | Did you serve in the U.S. Armed Forces? [ ] Yes [ ] No                             | If "Yes", in what branch? |
| Describe any training received relevant to the position for which you are applying. |  |                           |
| <b>OTHER TRAINING</b>   | Other special training, certifications, licenses or skills.                        |                           |
|   |  |                           |
| <b>MEMBERSHIPS AND ORGANIZATIONS</b>  | List your memberships or participation in any trade or professional organizations. |                           |
|   |  |                           |

**IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.**

In signing this application, I certify that the information that I have provided is true, complete and accurate. I understand that any false statements or omissions in the application process will be grounds for rejection of my application, or termination of employment if I become employed.

By submitting this application, I hereby authorize the District to verify the information contained on my application for employment and agree to release the District from any and all liability resulting from the verification process.

I understand that any offer of employment is subject to my successful completion of the District's hiring process, and that this employment application is not an offer of employment by the District.

I understand that if offered employment by the District such employment (unless governed by a collective bargaining agreement containing different provisions) is at will, subject to termination by me or the District at any time, with or without cause. No representative of the District, other than the Board of Directors, has authority to enter into an agreement for employment for any specified period of time.

I authorize and request that my present and former employers furnish information to the District about my employment record, including information as to my job performance, abilities, reasons for separation, and other information relevant to my qualifications for employment. I hereby release and discharge my present and former employers, and their agents and employees, from any and all liability and damages arising from furnishing the requested information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date