



## Application Procedure and Submission Requirements for the Position of MAINTENANCE EQUIPMENT OPERATOR

### General

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

- First date of advertisement – April 25, 2023
- Application Deadline – May 16, 2023, or until position is filled
- Application packages may be mailed, emailed, or hand delivered.
  - If application is mailed, please mail to:  
Pamela Geiser | *Executive Assistant & Outreach Coordinator*  
South Essex Sewerage District  
P.O. Box 989  
Salem, MA 01970
  - If application package is hand delivered, please deliver to:  
Pamela Geiser | *Executive Assistant & Outreach Coordinator*  
South Essex Sewerage District  
Administration Building, 2<sup>nd</sup> Floor  
50 Fort Avenue  
Salem, MA 01970
  - If application package is emailed, please email to:  
Pamela Geiser at [pgeiser@sesd.com](mailto:pgeiser@sesd.com)

For additional information, please contact Pam at (978)744-4550 x213.

### Contents of Application Submittals

*Application package submittals must include the following documents:*

**[Item A]** – A signed original cover letter addressed to David Michelsen, P.E. | *Executive Director*. The letter must contain the following:

- 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 intention 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, college transcripts, and licenses.

**[Item C]** – A fully completed and signed SESD Job Application with a list of References.

### 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. Starting pay rate commensurate with qualifications and experience.

### Annual Pay Rate

**\$49,247.06 to \$61,097.04**

## **MAINTENANCE EQUIPMENT OPERATOR**

### **Definition**

Skilled technical work in operating and maintaining machinery and equipment used in the maintenance and repair of buildings, grounds and sewerage system facilities; all other related work as required.

### **Recommended Minimum Qualifications | Education and Experience**

High school graduation.

### **Special Requirements**

Massachusetts Commercial Driver's License (CDL) Class B

Massachusetts Hoisting Machinery Operator's License Class 2B

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

*Knowledge.* Thorough knowledge of equipment used to maintain a sewerage system, buildings, grounds, and other facilities. Knowledge of construction, maintenance and repair functions.

*Ability.* Ability to operate large trucks, motorized equipment, hand and power tools. Ability to maintain and evaluate simple records.

*Skill.* Good communication skills, including writing and speaking English.

### **Physical Requirements**

Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Frequently required to move (push, pull, lift, or carry) objects weighing up to sixty (60) pounds. Ability to work in confined areas for extended periods of time. Frequently required to operate motorized equipment, hand, power, and various tools requiring manual dexterity. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

### **Supervision**

Works under the direct supervision of the Facilities Foreman or the Assistant Superintendent of Maintenance.

Performs work of a mechanical nature, requiring the use of defined procedures and methods, under close supervision to keep the sewerage system facilities and maintenance machinery and equipment in good working order.

### **Job Environment**

Most work is performed outdoors, with exposure to varying weather conditions and with additional exposure to loud noises, heights, toxic or caustic chemicals, fumes or airborne particles, extremes of heat and cold, near moving parts, and with a risk of electrical shock. Has some contact with other District staff and infrequent contact with others.

Errors in judgment could result in injury to self or other employees, damage to buildings or equipment, 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.*

- Operates sewer maintenance equipment, such as trucks, backhoes, front-end loaders, vacuum jet rodder, eductor, high velocity water jet, drags, bucket machine, catch basin cleaners, portable pumps, sewer flusher, and other equipment used to maintain, clean, and unclog sanitary sewers and/or storm water facilities.
- Operates grounds maintenance equipment, such as snow plows, snow blowers, sanders, mowers, sweepers; including various lawn, tree and brush cutting tools.
- Drives and positions trucks and equipment.
- Selects proper attachments and tools for the efficient use of the equipment.
- Services, adjusts and makes minor repairs to equipment and attachments.
- Cleans maintenance equipment after maintenance is performed.
- Performs assigned duties at all facilities, such as repairing, painting, and cleaning equipment, walls, floors, snow removal, etc.

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

	School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
E D U C A T I O N	Elementary				[ ] Yes [ ] No	
	High School				[ ] Yes [ ] No	
	Business/ Trade/ Technical				[ ] Yes [ ] No	
	College				[ ] Yes [ ] No	
	Graduate				[ ] Yes [ ] 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 (    )
	Address	Employed – (month and year) From    /        To    /
	Name of Supervisor	
	State Job Title and Describe Your Work	Reason for Leaving

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

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

<b>4</b>	Company Name	Telephone (    )
	Address	Employed – (month and year) 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