



## Application Procedure and Submission Requirements for the Position of CHIEF OPERATOR

### General

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

- First date of advertisement – September 12, 2023
- Application Deadline – October 3, 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)

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

### Pay Rate Schedule

Hourly	Annual
Step 1 - \$32.5442	Step 1 \$67,691.89
Step 2 - \$35.0546	Step 2 \$72,913.62
Step 3 - \$37.8204	Step 3 \$78,666.40

## CHIEF OPERATOR

The South Essex Sewerage District, a wastewater treatment plant located at 50 Fort Avenue in Salem, MA, seeks qualified applicants for the position of Chief Operator.

### Definition

Highly skilled technical and mechanical work overseeing the operation of a wastewater treatment plant, pumping stations, and other facilities; all other related work as required.

### Recommended Minimum Qualifications

#### Education and Experience

High school graduation or equivalent with chemistry, science, and mechanical subjects highly desirable, and three to five years of experience in a wastewater treatment plant, or an equivalent combination of education and experience. Completion of a Level II Operator's training course.

#### Special Requirements

Massachusetts Grade VI Operator's Certificate.  
Massachusetts motor vehicle license.

#### Knowledge, Ability and Skill

*Knowledge.* Knowledge of processes and equipment in wastewater treatment and sludge processing. Knowledge of occupational hazards and safety precautions pertaining to wastewater treatment plant operations.

*Ability.* Ability to evaluate and direct plant operation. Ability to react promptly and efficiently to emergencies. Ability to supervise and train workers. Ability to maintain good working relationships with other shift workers. Ability to prepare routine operational reports and maintain records. Ability to plan, direct and coordinate assigned projects. Ability to learn basic computer operation.

*Skill.* Excellent communications skills both oral and written.

#### Physical Requirements

Moderate physical effort involved in performing the duties of the job, including climbing, balancing, stooping, kneeling, crouching reaching, handling, and fingering. Must occasionally move (push, pull, lift, or carry) objects weighing up to 60 pounds. Must be able to access all areas of a multi-level facility. Good close, distant, color, and peripheral vision, as well as depth perception.

#### Supervision

Works under the general direction of the Superintendent of Operations or the Assistant Superintendent of Operations. Performs highly responsible technical and mechanical work requiring the use of some independent judgment in controlling the flow and treatment of wastewater and all related functions of the wastewater treatment facility, pumping stations and other facilities. Supervises one or more full-time operations department employees, depending on the shift.

#### Job Environment

Work is generally performed under shop and field conditions, with loud noises, some exposure to hazardous chemicals, oils, solvents, explosive and toxic conditions, fumes, or airborne particles, and

associated electrical hazards; some work is performed outside, with exposure to variable weather conditions. Has frequent contact with other District staff and some contact with the general public and vendors.

Errors in judgment could lead to danger to public health and safety, 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.*

- Responsible for the operation of the treatment facilities to control flow and treatment of wastewater, sludge conditioning, dewatering, and operational maintenance, such as unplugging pumps and grinders. Makes process and operational decisions to ensure proper treatment of wastewater. Supervises Operators and Facilities Attendants. Delegates duties in routine and emergency situations.
- Monitors gage and meter readings, control panels and computer screens. Maintains shift logs and accurate meter and gage readings. Observes and records variations in operating conditions and interprets test results to determine processing requirements.
- Initiates process changes to ensure sufficient operation of treatment equipment and overall efficient treatment plant operations. Determines causes of malfunctions. Informs appropriate personnel of required repair and participates in, or supervises, operational adjustments.
- Instructs Operators and Facilities Attendants on proper operations and procedures.
- Responsible for the general cleanliness of the plant, pumping stations, and other facilities.
- Makes major operational decisions in the absence of management personnel.

# 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
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<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