



Application Procedure and Submission Requirements for the Position of SCHEDULER, PLANNER AND CMMS ADMINISTRATOR

General

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

- First date of advertisement – July 10, 2024
- Application Deadline – July 31, 2024 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, 2nd Floor
50 Fort Avenue
Salem, MA 01970
 - If application package is emailed, please email to:
Pamela Geiser 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 (3) Professional References.

District Review of Application Submittals

Each application submittal will be reviewed for completeness, content, and attention to detail. The District reserves the right to reject application packages that fail to satisfy the procedural and submission requirements. Starting pay rate commensurate with qualifications and experience. For additional information, please contact Pam Geiser at (978)744-4550 x213.

Annual Pay Range
\$79,407 to \$86,152

Attachments: Scheduler, Planner, and CMMS Administrator Job Description | SESD Job Application

www.sesd.com

Wastewater Treatment for a Cleaner Environment

SCHEDULER, PLANNER AND CMMS ADMINISTRATOR

FLSA Classification: Exempt

Definition

The objective of this position is to identify, analyze, implement and execute processes and systems that maximize efficiencies in the maintenance process and increase equipment uptime, reliability and performance. Receives, plans, estimates, schedules and coordinates maintenance activities for the Maintenance Division. Manages and administers all aspects of the Computerized Maintenance Management System (CMMS) and acts as the CMMS subject matter expert for the District.

Minimum Qualifications

Education and Experience

- Associate Degree in Science, Engineering or Management or equivalent education; and six (6) to eight (8) years of related experience, of which two (2) must be in facility maintenance, with demonstrated supervisory leadership capacity in planning, scheduling, CMMS's and inventory management.
- Equivalent combination of related education and/or experience.

Additional Requirements

- Valid Massachusetts Driver's License

Highly Desirable Qualifications

- Bachelor's Degree
- Precision Maintenance Training and Experience
- Experience and training in the use of Lucity CMMS Software, SQL Programming, ESRI Arc GIS Suite and Crystal Reports

Knowledge, Ability and Skill

Knowledge

- Working knowledge of the maintenance, repair and replacement of related operational equipment, systems, processes and fleet within a wastewater treatment, liquid processing, industrial, manufacturing or equivalent facility.
- Working knowledge of the methods and materials used by the various craft trades at a level sufficient to plan maintenance work, estimate projects, specify equipment, parts, materials, and special tools.

- Working knowledge, training and experience in computerized maintenance management systems and inventory management and control systems.

Ability

- Ability to effectively work both independently and with others to achieve all assigned goals and objectives. Must be able to organize, coordinate, analyze and successfully negotiate solutions. Must be able to effectively present information to management and other employees.
- Ability to plan, organize, direct, train and assign work and projects.

Skill

- Must have excellent oral and written communication skills.
- Strong organizational and computer skills required, especially those used in all aspects of developing and utilizing the CMMS and related activities such as inputting and researching data and creating reports and metrics.
- Must be able to read and understand engineering drawings and schematics.
- Must have experience and proficiency in Microsoft Excel, Access, Power Point, Word and Outlook.

Physical Requirements

Must be able to crawl, climb, and move about the treatment facilities, collection system and construction sites. Ability to access all areas of a multi-level facility. Must be able to engage in activities below ground, on the ground, on ladders and at heights above the ground in excess of thirty (30) feet, work in tight quarters, confined spaces, and operate a passenger automobile and/or light pickup truck. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges. Must be able to walk to and from job sites frequently in all weather conditions. Must be able to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Must be able to stoop, kneel, crouch or crawl. Must be able to push, pull and lift 50 pounds without assistance.

Supervision Received

Works under the general supervision of the Assistant Superintendent and Superintendent of Maintenance or as directed by the Executive Director.

Job Environment

The work environment described here are representative of those an employee encounters while performing the essential duties of this job. The employee will primarily work in an office, maintenance shop and garage environment. The employee will also work within the treatment works and construction sites near moving mechanical machinery, process equipment. Occasionally exposed to outside weather and wastewater treatment environments, fumes and airborne particles, chemicals and electrical equipment.

Essential Duties

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.

- Receives, plans, estimates, schedules and coordinates maintenance work orders.
- Ensures the timely and coordinated availability of facilities and equipment to be worked on, including but not limited to; parts, materials, special tools and equipment, and employees required for orderly and efficient work execution.
- Interacts with, maintenance and operations staff to ensure timely completion of planned maintenance work.
- Ensures that the proper documentation of work performed is provided in accordance with standard policies and procedures for use with the District's CMMS.
- Provides insight regarding the maintenance inventory management process including:
 - Inventory stocking levels of spare parts
 - Specification of critical spare parts
 - Maintenance of stored inventory
 - Supply and procurement of inventory items
 - Job kitting procedures
- Maintains close liaison with Operations Supervisors, Maintenance Supervisors, Inventory Control, Technical Support and outside vendors.
- Follows established safety, operating and emergency response procedures and policies as established by the District.
- Plans and schedules maintenance related work by optimal prioritization, allocation, procuring and kitting of all maintenance resources, such as but not limited to:
 - Employees
 - Step by step work plans
 - Replacement parts and consumables
 - Tools and Fleet Requirements
 - Manuals, engineering drawings, schematics, and other documentation
 - Contracted Labor
 - Windows of equipment availability
- Makes field inspections to discuss work order details with work request originators to ensure work is clearly described properly authorized, and a realistic completion date is in place.
- Periodically inspects and formally audits work completed to ensure work request originator is satisfied with work timeliness and quality.
- Develops kitting of parts, tools and information required for employees to perform maintenance work.
- Analyzes and plans assigned work orders and breaks them down into executable work tasks, determines sequence relative to each task, determines resources required, estimates cost of direct labor, materials, and supplies required.
- Monitors back log, staffing requirements, staffing capabilities, and previous work carryover to prepare work schedules for use by supervisors and managers.

- Attends daily and weekly meetings and schedules coordination meetings with the Administration, Technical Support, Operations and Maintenance Divisions.
- Finalizes work schedules based upon priorities and available staffing and material resources.
- Delivers work schedules to assigned employees.
- Issues special instructions and considerations, reviews work completion status, and reviews future work or projects in the District's planning process.
- Performs, documents and reports work within the CMMS database of inspections and work performed.
- Works as the District liaison with the CMMS vendor and support personnel.
- Trains District personnel on the use of the CMMS database as it supports the District work management process.
- Manages software updates to the CMMS system.
- Interacts with work requesters to clarify work scope and ensure proper and efficient work completion.
- Assists with the creation of work orders from work requests.
- Assists with the workflow procedures for the corrective and preventative maintenance work orders, inventory storerooms and maintenance purchasing processes.
- Coaches and mentors employees in the execution of planned maintenance repairs.
- Identifies the status of all work orders in the CMMS backlog based on approval, the procurement and availability of materials, tools, employees, and windows of work opportunities.
- Analyzes completed, planned and unplanned work documentation to identify areas of opportunities for improving maintenance planned work procedures.
- Prepares the periodic Key Performance Indicators (KPI) reports for management.
- Maintains the equipment and tool issuance documentation.
- Assists in the planning and execution of Capital Projects.
- Makes recommendations for ongoing maintenance systems improvements.
- Performs related duties as required or otherwise assigned.

Annual Compensation: OCC M9

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.

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

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

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

4	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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MILITARY	Did you serve in the U.S. Armed Forces? [<input type="checkbox"/>] Yes [<input type="checkbox"/>] No	If "Yes", in what branch?
Describe any training received relevant to the position for which you are applying.		
OTHER TRAINING	Other special training, certifications, licenses or skills.	
MEMBERSHIPS AND ORGANIZATIONS	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