



# SESD

Wastewater Treatment  
For a Cleaner Environment

Application procedure and submission requirements for the position of **Civil Engineer – Wastewater Systems**.

## General

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

- First date of advertisement: April 28, 2025.
- Application deadline is May 26, 2025, or until the position is filled.
- Application submissions may be:

-Mailed: Pamela Geiser | Executive Assistant & Outreach Coordinator SESD P.O. Box 989 Salem, MA 01970.

-Emailed: pgeiser@sesd.com.

-or Hand Delivered: Pamela Geiser | Executive Assistant & Outreach Coordinator SESD Administration Building, 2nd Floor, 50 Fort Avenue, Salem, MA 01970.

## Contents of Application Submittals

Application submittal must include the following documents:

- A signed original *cover letter* addressed to David Michelsen, P.E. | Executive Director. The letter must be 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.
- An *up-to-date resume* with copies of supporting *qualifications and experience documentation* such as diplomas, degrees, certificates, college transcripts, and licenses along with a fully completed and signed *SESD Job Application* with a list of *References*.

## Review of Application Submittals

Each application submittal will be reviewed for timeliness, completeness, content, and attention to detail. SESD reserves the right to reject application packages that fail to satisfy all time, procedural, and submission requirements. The starting pay rate is commensurate with qualifications and experience. For additional information, please contact Pam at (978)744-4550 x213 or visit <https://www.sesd.com/administration/careers/>.

**Pay Range**  
**\$112,548.08 to \$130,302.20**

## Other

Full benefit package including Massachusetts Group Insurance Commission (GIC) Municipal health insurance and Massachusetts pension.

*Attachments: Civil Engineer – Wastewater Systems Job Summary  
SESD Job Application*

**South Essex Sewerage District**  
50 Fort Avenue, P.O. Box 989  
Salem, MA 01970  
(978)744-4550 | [SESd.com](https://www.sesd.com)



# SESD

Wastewater Treatment  
For a Cleaner Environment

## **Civil Engineer – Wastewater Systems** **Pay Range: \$112,548.08 to \$130,302.20**

*If you are reading this, you are serious about water quality and keeping the environment clean!*

We are wastewater professionals, and we keep the environment clean and the waters of Salem Sound safe, swimmable, and fishable. If you are interested in joining our dynamic team, we are seeking a **Civil Engineer – Wastewater Systems** to help manage and coordinate engineering and capital improvement activities of the South Essex Sewerage District (SESD). Candidates will have an opportunity to help implement a District-wide Capital Improvement Program to upgrade and modernize SESD's critical infrastructure.

### **Education, Experience, Qualifications**

- BS in Civil, Sanitary or Mechanical Engineering. Registration as Professional Engineer (P.E.) in Massachusetts, or P.E. registration in another state and ability to receive Massachusetts licensure within six months.
- Five to Ten years of experience as an engineer after receipt of bachelor's degree. Knowledge of design and construction of primary and secondary treatment wastewater facilities including collection systems. Knowledge of construction practices and procedures in Massachusetts and/or New England.
- Experience in preparation of engineering studies, design, and construction management of projects associated with wastewater conveyance, treatment, pumping, and metering facilities. Proficient in written and oral communications.

### **Highly Desirable Experience, Certifications and Licenses**

- Program Management Experience in Large Wastewater Programs.
- Advanced Degree in Engineering.
- Massachusetts Wastewater Treatment Operators License.

### **Responsibilities**

- Performs project management duties related to the District's construction activities such as planning, conceptual development, review of alternatives, cost effective analysis, budget preparation, cash flow projections, permitting/regulations, scoping of work, selection of consultants, scheduling, performance testing, review of contract submittals, record keeping, preparation and resolution of written comments, preparation of in-depth technical report summaries, oral presentations and project memorandums.
- Coordinates and supports the activities of consulting engineers and contractors working for the District with respect to studies, planning, capital improvements, collection system, pumping, metering, wastewater treatment and facilities related projects.
- Supports the development of contract documents for advertising, bidding and construction. Responsible for supervision of construction activities to ensure conformance with contract documents including but not limited to regulatory requirements, shop drawings, correspondence, payment requests, project changes, change order requests and credits, testing, startup, commissioning, training, project closeout, warranties and guarantees and project record keeping. Maintains project schedule and cost control mitigation measures to ensure projects are completed on time and within budget. Supports resolution of construction claims and disputes. Prepares change orders and extra work documentation as required.

- Communicates, coordinates and meets with District staff and any other personnel involved in project and/or construction work to address and/or resolve issues. Attends and makes sound recommendations during project design and construction meetings.
- Works with the Operations and Maintenance Divisions to assist in the resolution of operational and mechanical issues associated with District facilities, equipment and buried infrastructure. Works with the Operations and Maintenance Divisions to monitor energy consumption and initiate energy saving opportunities.

# 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? [ <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.		
<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