



# SESD

Wastewater Treatment  
For a Cleaner Environment

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

### **General**

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

- First date of advertisement: July 16, 2026.
- Application deadline: August 6, 2026, 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, 2<sup>nd</sup> Floor, 50 Fort Avenue, Salem, MA 01970.

### **Contents of Application Submittals**

Application submittal must include the following documents:

**[Item A]** 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.

**[Item B]** 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 professional References.

### **District 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 of the time, procedural, and submission requirements. Starting pay rate commensurate with qualifications and experience. SESD has a comprehensive and competitive benefits package. Equal opportunity employer. For additional information, please contact Pam at (978)744-4550 x213.

**Annual Pay Range**  
**\$66,246.24 to \$79,721.32**

*Attachments: Operator Job Description  
SESD Job Application*

**South Essex Sewerage District**  
50 Fort Avenue, P.O. Box 989  
Salem, MA 01970  
(978)744-4550 | SESD.com

## **OPERATOR**

### **Definition**

Technical and mechanical work in 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, and one to three years experience in a wastewater treatment plant, or an equivalent combination of education and experience. Completion of a Level I Operator's training course.

#### **Special Requirements**

Massachusetts Grade IV Operator's Certificate.  
Valid Driver's License.

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

*Knowledge.* Knowledge of processes and equipment used in wastewater treatment and sludge processing.

*Ability.* Ability to maintain and evaluate records and to maintain good working relationships with other shift workers.

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

### **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 sixty (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 direct supervision of the Chief Operator.

Performs responsible work of a technical and mechanical nature, 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.

**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 and airborne particles, and associated electrical hazards; some work is performed outside, with exposure to variable weather conditions.

Has some contact with the general public, vendors, and other District staff.

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.*

Operates equipment and systems which are used in the control of flow and the processing of wastewater and residual materials.

Participates in the daily operation of the wastewater treatment plant, makes daily inspections of plant equipment, machinery, and makes preventive maintenance adjustments.

Observes, records and reports variations in operating conditions.

Monitors, interprets and records meter and gage readings.

Operates valves and gates, either manually, or by remote control.

Operates motorized equipment to load and unload screenings, grit, scum and sludge.

Extracts samples for laboratory analysis and to conduct routine plant performance analysis.

Performs routine maintenance and adjustment functions to equipment such as unplugging pumps, grinders and process lines, and daily lubrication.

Cleans process areas and equipment.

Unloads and loads processing chemicals.

# 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.*

|                                                    |                                                                                                                                                                                        |  |       |  |                                                               |  |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------|--|---------------------------------------------------------------|--|
| <b>P<br/>E<br/>R<br/>S<br/>O<br/>N<br/>A<br/>L</b> | 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>/       /                              |  |

| <b>E<br/>D<br/>U<br/>C<br/>A<br/>T<br/>I<br/>O<br/>N</b> | School                           | Name and Location of School | Course of Study | No. of Years Completed | Did you Graduate?     | Degree or Diploma |
|----------------------------------------------------------|----------------------------------|-----------------------------|-----------------|------------------------|-----------------------|-------------------|
|                                                          | 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



# SESD

Wastewater Treatment  
For a Cleaner Environment

Please submit three (3) **professional references** for SESD to contact below; include this *Item B Requirement* with your Application Submittal.

## Employment Reference #1

Name and Title: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

Company: \_\_\_\_\_

## Employment Reference #2

Name and Title: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

Company: \_\_\_\_\_

## Employment Reference #3

Name and Title: \_\_\_\_\_

Phone and/or Email: \_\_\_\_\_

Company: \_\_\_\_\_

## Please circle Yes or No:

Does SESD have permission to contact your most recent employer?

Yes / No