SESD
Wastewater Treatment
For a Cleaner Environment

Application Procedure and Submission Requirements for the Position of
MAINTENANCE HELPER

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

- First date of advertisement: August 6, 2026.
- Application deadline: August 27, 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, 2nd 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
$51,501.07 to $64,035.83

Attachments: Maintenance Helper Job Description
SESD Job Application

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

MAINTENANCE HELPER

Definition
Manual work in assisting maintenance and operations personnel in cleaning, maintaining and repairing all facilities and grounds and in repairing equipment, machinery, sewers and right-of-ways; all other related work as required.

Recommended Minimum Qualifications

Education and Experience
High school graduation, or equivalent.

Special Requirements
Valid Driver's License.

Knowledge, Ability and Skill
Ability. Ability to learn how to operate and maintain equipment and machinery used in maintenance and repair of buildings, grounds, and sewerage system facilities; ability to maintain and evaluate simple records. Ability to use all types of hand and power tools.

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

Physical Requirements
Constant moderate to strenuous physical effort generally required to perform work. Frequent bending, walking, climbing, reaching, and standing. Ability to work in confined areas for extended periods of time. Occasionally must move (push, pull, lift or carry) heavy objects weighing up to sixty (60) pounds. Frequently required to operate 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 manual work, requiring the use of defined procedures and methods, under close supervision to keep the facilities clean 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.

Assists operations and maintenance personnel in repairing buildings and equipment and maintaining grounds.

Cleans and lubricates pumps, motors, and related equipment; assists in removing, repairing, and replacing equipment as directed. Services, adjusts and makes minor repairs to equipment and attachments.

Performs general masonry repair work; cleans and paints equipment, pipes, floors and walls. Performs carpentry and masonry to repair buildings and construct offices.

Cuts grass; trims and prunes shrubs and trees; rakes leaves and pulls weeds; removes snow from walks and driveways.

Removes debris, such as sticks, rags, rocks, sand, grease, and other foreign matter from manholes, wet wells and sewer right-of-ways; pumps out essential electric manholes to prevent blackouts; examines conditions of lines, manholes, and inverts, and informs supervisor if damage is detected; assists in cleaning of sanitary sewer lines by hand or using machine-driven tool.

Assists in the operation of maintenance or automotive equipment. Assists in servicing equipment, machines and attachments; conveys materials and tools around job site; cleans work sites and equipment, removes debris, and places tools in truck after completion of job; erects barricades or traffic cones to protect workers and public.

Works with electricians, instrumentation technician, computer technician and mechanics, when so directed.

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.

PERSONAL

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? (If hired, you will be required to verify your identity and eligibility to work in the United States.)	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 / /

EDUCATION

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
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**

MILITARY	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.		

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

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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

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