

**South Essex Sewerage District  
Application Procedure and Submission Requirements for the Position of  
CHIEF LABORATORY TECHNICIAN**

**General**

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

- First date of advertisement – October 17, 2022
- Application Deadline – November 7, 2022, 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)

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

**Contents of Application Submittals**

Application package submittals must include the following documents:

- Item A – A signed original cover letter addressed to David Michelsen, Executive Director. The letter must contain the following items:**
  - **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 intent 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 and licenses.**
- Item C – A fully completed and signed SESD job application.**

**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.

	<u><b>Pay Rate Schedule</b></u>	
	<u><b>Hourly</b></u>	<u><b>Annual</b></u>
STEP 1 -	\$32.5442	\$67,691.89
STEP 2 -	\$35.0546	\$72,913.62
STEP 3 -	\$37.8204	\$78,666.40

## **Chief Laboratory Technician**

**South Essex Sewerage District, 50 Fort Avenue, Salem, MA seeks qualified applicants for the position of Chief Laboratory Technician**

### **Definition**

Highly skilled technical and administrative laboratory work assisting the Laboratory/Monitoring Manager in overseeing the operation of the laboratory; all other related work as required. Recommended Minimum Qualifications

### **Education and Experience**

Bachelor's Degree in chemistry or related field; three years of responsible experience in a wastewater treatment facility laboratory; or an equivalent combination of education and experience.

### **Special Requirements**

Massachusetts Driver's License

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

*Knowledge.* Thorough knowledge of chemical and biological laboratory testing procedures. Thorough knowledge of primary and secondary wastewater treatment processes. Thorough knowledge of laboratory practices, tests, techniques, equipment and terminology in the field of wastewater analysis. Thorough knowledge of laboratory safety procedures and guidelines.

*Ability.* Ability to work on own initiative to supervise laboratory personnel and establish proper testing procedures. Ability to maintain well-organized and concise laboratory records and prepare reports. Ability to perform chemical and biological analyses and general laboratory procedures. Ability to communicate with others orally and in writing. Ability to oversee the operation of a laboratory. Ability to enforce laboratory safety rules and guidelines.

*Skill.* Skills in performing laboratory analyses on wastewater processes, industrial and other related samples. Supervisory skills. Computer skills.

### **Physical Requirements**

Constant moderate physical effort is required. Position requires extensive standing and walking when performing laboratory functions. Occasionally required to lift and move containers and equipment weighing up to sixty (60) pounds. May stand for entire shift.

### **Supervision**

Works under the supervision of the Laboratory/Monitoring Manager. Performs routine responsible and administrative laboratory functions, requiring the exercise of responsible independent judgment. Supervises other laboratory personnel.

### **Job Environment**

Work is performed under typical wastewater laboratory conditions with variable and frequently unpleasant conditions with exposure to toxic or dangerous chemicals, fumes and airborne pathogens; occasional exposure to outdoor weather conditions. Employee is required to work varying hours

consistent with assignments and schedules and hours may fluctuate during emergency and/or process control conditions.

Operates laboratory equipment; operates automobile, light truck, light equipment and hand tools; operates standard office equipment and computers; may be required to wear protective clothing and mask. Has frequent contact with other District staff and occasional contact with the general public and vendors. Has access to confidential and other test results.

Errors could result in incorrect laboratory analysis and create safety hazards, which could result in legal ramifications to the District. Misuse of chemicals and other laboratory substances or equipment could result in personal injury and/or loss of life. 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.*

- Collects samples from all District facilities and conducts daily analysis of plant influent, partially treated wastewater, sludge, effluent, and other by-products for NPDES permit compliance and process control. Conducts analysis of samples from District industries.
- Communicates daily with the Laboratory/Monitoring Manager and subordinate laboratory personnel to ensure that the laboratory is operating effectively and efficiently.
- Assists Laboratory/Monitoring Manager in the establishment of a laboratory safety program and a comprehensive Quality Assurance/Quality Control (QA/QC) program. Oversees, monitors and reports on these programs regularly, as required.
- Oversees laboratory technicians' daily analysis and report generation. Generates laboratory reports. Assists in the management of a Quality Assurance/Quality Control program. Sets testing schedules.
- Communicates regularly with other District personnel to provide information or to address problems.
- Assists Laboratory/Monitoring Manager in the supervision and training of laboratory personnel in laboratory testing, in-house maintenance, and compliance with laboratory procedures.
- Assists in establishing a laboratory equipment maintenance and preventive maintenance program. Keeps accurate records as required.
- Assembles instruments and equipment for analytical or research work. Prepares chemical and bacteriological media, stains, reagents, and tests solutions routinely used in laboratory work.
- Operates equipment and conducts tests, as directed. Inputs data into computer. Maintains test result records.
- Cleans, maintains, and stores instruments and equipment. Recommends purchases in order to maintain laboratory inventory. Performs custodial duties in the laboratory.
- Assumes supervisory responsibilities and other functions pertaining to the SESD laboratory of the Laboratory/Monitoring Manager in his/her absence.

Annual Pay Rate: \$67,691.89 to \$78,666.40

(Starting pay rate commensurate with qualifications and experience)

**To obtain the application information and submittal requirements package for this position, contact Pamela Geiser at (978)744-4550 x213, by email at [pgeiser@sesd.com](mailto:pgeiser@sesd.com), or by visiting our website: <https://www.sesd.com>.**

**The District has a comprehensive and competitive benefits package. Equal Opportunity Employer.**

# 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