

**South Essex Sewerage District
Application Procedure and Submission Requirements for the Position of
MECHANIC HELPER**

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 17, 2022, or until position is filled.
- Application packages may be mailed, emailed or hand delivered.
 - If application is mailed, 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, 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, email to:
Pamela Geiser at 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>Pay Rate Schedule</u>	
	<u>Hourly</u>	<u>Annual</u>
STEP 1 -	\$21.0447	\$43,772.93
STEP 2 -	\$23.0531	\$47,950.54
STEP 3 -	\$26.1667	\$54,426.75

MECHANIC HELPER

Definition

Technical work in maintaining and repairing mechanical and electromechanical machinery, equipment, and automotive equipment; all other related work as required.

Recommended Minimum Qualifications

Education and Experience

High school graduation and previous experience in related mechanical maintenance work desirable.

Special Requirements

Massachusetts Driver's License.

Knowledge, Ability and Skill

Ability. Ability to learn how to repair and maintain wastewater treatment machinery, equipment and automotive equipment. Ability to maintain and evaluate simple records; ability to maintain good working relationships with other workers. Ability to use 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. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Sometimes works in confined areas for extended periods of time. Frequently required to operate hand, power, and various tools requiring manual dexterity. Excellent eye sight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

Supervision

Works under the direct supervision of the Master Mechanic or the Lead Mechanic.

Performs responsible work of a technical and mechanical nature, assisting the Master Mechanic, Lead Mechanic, Mechanic or Mechanic Equipment Operator in keeping the mechanical and electromechanical machinery, equipment, and automotive equipment in good working order.

Job Environment

Work is performed both inside and outside, with potential exposure to loud noises, heights, toxic

or caustic chemicals, fumes or airborne particles, 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 cause injury to self or other employees, damage to equipment, monetary loss, loss of service, 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 in performing preventive maintenance and repairs on mechanical and electromechanical machinery, equipment and automotive equipment in order to keep vehicles and equipment in good operating order.

Assists in replacing packing and seals in pumps and valves; assists in replacing bearings in motors, pumps and other equipment; assists in making adjustments to bar screens, comminutors and weir plates; assists in cleaning out pipes and assists in performing plumbing and pipe fitting tasks, as required.

Assists in installation and set up of new or rebuilt equipment.

Performs preventive maintenance such as greasing, oiling, changing filters and making adjustments.

Moves equipment, tools and materials; cleans work areas.

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? [] 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