



Application Procedure and Submission Requirements for the Position of ASSISTANT SUPERINTENDENT OF MAINTENANCE

General

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

- First date of advertisement – October 28, 2022
- Application Deadline – November 21, 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, 2nd Floor
50 Fort Avenue
Salem, MA 01970
 - If application package is emailed, please 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, P.E. | *Executive Director*. The letter must contain the following:

- 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.

[Item C] – A fully completed and signed SESD Job Application with a list of References.

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.

Annual Pay Rate

\$89,978.33 to \$97,625.20

Attachments: Assistant Superintendent of Maintenance Job Description
 SESD Job Application
 Employee Benefits Information

<https://www.sesd.com>

ASSISTANT SUPERINTENDENT OF MAINTENANCE

The South Essex Sewerage District, a wastewater treatment plant located at 50 Fort Avenue in Salem, MA, seeks qualified applicants for the position of Assistant Superintendent of Maintenance.

General Statement of Duties

Assists the Superintendent of Maintenance in managing and directing the maintenance of all wastewater treatment and administrative facilities, pumping & metering stations, collection system components, buildings, grounds, property, and all other related maintenance activities. Works with other District Divisions on maintenance and other District related projects and activities.

Essential Functions

- Assists the Superintendent of Maintenance with the planning, procurement, administration and supervision of all preventive and corrective maintenance and repairs to the wastewater treatment and administrative facilities, equipment, pumping & metering stations, collection system, buildings, property, and other related facilities.
- In the absence of the Superintendent of Maintenance, exercises direct authority over all maintenance functions and personnel in accordance with the requirements of the Superintendent of Maintenance job description.
- Develops work schedules and sets work priorities. Plans, schedules, coordinates, and directs maintenance work on a wide variety of specialized mechanical and electrical equipment and systems, control systems, building management systems, buried and above ground structures and piping, roadways, property, and wastewater collection system.
- Supervises, manages, and monitors the day-to-day activities of union personnel to ensure compliance with all union agreement provisions and work rules as well as all District policies, procedures, and programs.
- Assigns all personnel work within their job description(s). Groups personnel together and coordinates work activities as needed to safely and efficiently accomplish the work assigned.
- Inspects all facilities frequently to ensure that the work is being performed as directed and proper maintenance methods, safety procedures and other policies and programs are being adhered to.
- Identifies maintenance issues requiring attention. Assists in the establishment and execution of long-range preventive maintenance and capital improvement programs.
- Implements the preventive maintenance program, prepares, and distributes work orders, monitors progress and completion of work orders.
- Oversees and maintains the computerized maintenance management program and other maintenance related computerized management programs and software. Responsible for documentation and organization of all maintenance records.
- Supervises the installation and testing of all new, rebuilt, or repaired equipment and verifies that all installations are properly commissioned.
- Coordinates and inspects contracted maintenance work to ensure the work is satisfactorily performed in accordance with the contract.
- Oversees inventory of maintenance, equipment, tools, supplies, spare parts, lubricants, and all other materials and/or parts necessary to quickly and successfully perform all maintenance activities. Oversees, recommends, and coordinates the purchase of maintenance inventory.
- Organizes and directs snow and ice removal and related activities.
- Organizes and directs approved training programs.
- Manages and executes other significant projects as assigned by the Superintendent of Maintenance.
- Assists in determining remedial action in emergencies or other critical activities as required.

Supervision

Works under the direct supervision of the Superintendent of Maintenance. Sometimes works without day-to-day supervision and performs all duties proactively, effectively, on-time and within budget. Supervises 20 or more full-time union employees.

Minimum Education, Experience and Licenses

- Associate's Degree in Business or Science and at least three to five years of experience in the maintenance of a comparably sized wastewater treatment, industrial, or manufacturing facility, including at least two (2) years of supervisory experience, or an equivalent combination of education and experience. All degrees must be from accredited colleges or universities.
- Massachusetts Driver's License.
- Proficient in the use of computers and Microsoft Word and Excel software.

Highly Desirable Education, Experience, Certifications and Licenses

- Bachelor's Degree in Business, Science, or other maintenance related field of study.
- College-level or other training courses in computer science, business management, building & property management, mechanical, industrial and/or electrical engineering.
- Wastewater Collection System and/or Utility Management Training and Certifications.
- Massachusetts Electrical, Plumbing and/or Contractor licenses.
- Building Operator and/or HVAC Technician Certifications.
- Massachusetts CDL and/or Hoisting Licenses.
- Previous non-union management experience supervising union employees including such activities as disciplinary actions and grievances.

Knowledge, Ability and Skill

Knowledge. Thorough knowledge of the principles and practices of wastewater treatment plant, equipment, property management and collection system maintenance. Thorough knowledge of the operation and maintenance of buildings, property, machinery, piping, electrical systems, instrumentation, and controls relative to wastewater or industrial facilities. Working knowledge of how these systems and equipment are properly maintained and repaired. Working knowledge of computerized systems and programs related to wastewater operation and maintenance. Working knowledge of computerized maintenance management systems. Working knowledge of occupational hazards and safety precautions pertaining to wastewater treatment and collection systems. Knowledge of managerial, administrative, and accounting practices involved with successful treatment facilities and collection system maintenance management.

Ability. Ability to supervise maintenance and repair of plant and collection system equipment, buildings, structures, and property. Ability to lead, plan, organize and coordinate assigned maintenance activities and projects. Ability to direct and supervise the work of others. Ability to resolve conflicts with other management staff, union personnel, vendors, and outside contractors. Ability to prepare maintenance reports and maintain accurate records. Ability to interpret an extensive variety of technical instructions and details in books, manuals, plans, drawings, pictures, charts, and graphs. Ability to remain calm and confidently perform during emergencies. Ability to train and instruct personnel. Ability to perform highly responsible management and use considerable independent judgment in properly maintaining the wastewater treatment facility, collection system, buildings, grounds, and related property. Demonstrates a highly developed level of reading, writing, and communicating in the English language.

Skill. Excellent communication skills, both oral and written. Strong organizational skills. Strong computer skills, especially those used in the development, documentation, and upkeep of maintenance records. Must have significant hands-on maintenance, repair and troubleshooting skills.

Physical Requirements of Position

Employee must be able to crawl, climb, and move about the treatment works, collection system and do so in and about any construction site and during related construction or repair activities. Engage in activities below ground, on the ground, and at heights more than thirty (30) feet, work in tight quarters, confined spaces, climb ladders, walk on narrow scaffolding and temporary walkways. Must be able to operate a passenger car and/or light truck. Must occasionally move (push, pull, lift, or carry) objects weighing up to 30 pounds. Must be able to access all areas of a multi-level, industrial type facility. Eyesight (sharp, close, distant, color, peripheral, and depth vision) and hearing must be well within normal ranges.

Job Environment

Work is performed in a variety of environments depending on the District's needs as well as the fiscal and managerial duties assigned. Some work is performed under typical professional office conditions, with noise from building systems, office equipment and light traffic. Most work is performed under shop, field, industrial and laboratory conditions with loud noises, some exposure to raw and treated wastewater, wastewater solids and other related constituents, hazardous chemicals, oils, solvents, water borne diseases, explosive and toxic conditions, fumes, or airborne particles, moving mechanical parts, and associated electrical hazards. Outside work may be required including inclement weather such as wind, rain, snow, and ice for various durations depending on the circumstances. Work demands of the Maintenance Division may require employee to work outside of normal business hours and it may often be necessary to work on weekends and after work hours. Has frequent contact with staff, vendors, suppliers, and contractors. Has contact with the public and local, state, and federal officials. Errors in judgment and administration may result in delays or loss of services, monetary loss, 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, policies, and programs.

Annual Pay Rate: \$89,978.33 to \$97,625.20

(Starting pay rate commensurate with qualifications and experience)

To obtain the application information and submittal requirements package for this position, please contact Pamela Geiser at (978)744-4550 x213, by email at pgeiser@sesd.com, or visit our website at <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.

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