



# SESD

Wastewater Treatment  
For a Cleaner Environment

Application procedure and submission requirements for the position of **Inventory Control Clerk**.

## General

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

- First date of advertisement: October 8, 2024.
- 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 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 time, procedural, and submission requirements. Starting pay rate commensurate with qualifications and experience. For additional information, please contact Pam at (978)744-4550 x213.

### Pay Rate Schedule

Hourly	Annual
Step 1 - \$28.1827	Step 1 - \$58,620.10
Step 2 - \$30.9187	Step 1 - \$64,310.81
Step 3 - \$34.8927	Step 1 - \$72,576.76

*Attachments: Inventory Control Clerk Job Description  
SESD Job Application*

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

## **INVENTORY CONTROL CLERK**

### **Definition**

Administrative, technical and clerical work ensuring that spare parts are adequately available for equipment repairs; materials, supplies and equipment are promptly ordered, and tools and equipment are properly cleaned and stored; all other related work as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school graduation, or equivalent and at least three to five years related experience in the storage, inventory, supply and ordering of parts, equipment and tools, or an equivalent combination of education and experience.

#### **Special Requirements**

Valid Driver's License

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

**Knowledge.** Thorough knowledge of how to order, handle, store and inventory parts, equipment, materials and supplies used to maintain and repair wastewater treatment machinery, equipment and automotive equipment. Knowledge of stock keeping practices and methods. General knowledge of warehouse procedures. Some mechanical knowledge of machinery, equipment and tools.

**Ability.** Ability to maintain well-organized and accurate records and prepare routine reports. Ability to catalog vendor information on parts, equipment and tools, including prices. Ability to maintain a good working relationship with fellow employees and vendors. Ability to periodically perform strenuous physical duties. Ability to operate equipment, hand and power tools used to load, unload, pack and unpack materials, supplies and equipment. Ability to perform basic computer operation.

**Skill.** Excellent communication skills, both oral and written. Strong organizational skills.

### **Physical Requirements**

Moderate physical effort generally required to perform work including bending, walking, climbing, reaching and standing. Frequently required to move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Occasionally required to operate equipment, hand and power tools requiring manual dexterity. Good eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges.

**Supervision**

Works under the direct supervision of the assistant superintendent and/or superintendent of maintenance.

Performs ordering and stock keeping functions, following defined procedures and methods, with minimum supervision requiring a moderate amount of responsibility and independent judgement in determining methods of completion.

**Job Environment**

Some work is performed under typical office conditions with noise from office equipment and light traffic; other work is frequently performed under shop conditions with loud noises from large equipment and vehicles with exposure to fumes and airborne particles and extremes of heat and cold.

Operates standard office equipment, including a computer.

Has frequent contact with maintenance employees and vendors; has some contact with other District employees.

Errors in judgement could result in delays or loss of service, monetary loss, injury to self and other employees, damage to equipment and legal ramifications to the District.

Adheres to District 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 similar, related, or a logical assignment to the position.*

Prepares purchase orders and places orders for parts, equipment, tools, materials and supplies as necessary to meet the District's needs.

Maintains inventory of spare parts, equipment, tools, materials and supplies, including but not limited to lubricants (grease and oil), paint, janitorial, electrical, instrumentation, plumbing and office supplies.

Receives, promptly unpacks and places in proper storage all orders and shipments of parts, equipment, materials and supplies.

Verifies that materials and quantities of materials received are those listed on the purchase order and packing slips.

Keeps records of incoming and outgoing shipments, prepares items for shipment and determines methods of shipment.

Issues parts, equipment, supplies and tools to District personnel and keeps accurate records for all items issued through methods such as material requisition slips.

Prepares periodic, special, spot or perpetual inventory of stock, tools and equipment. Verifies inventory records and corrects discrepancies.

Checks inventory records of items on hand and, when order point is reached, requisitions amount to maintain a minimum inventory level.

Keeps an up-to-date library of catalogs, brochures, current price lists and supply information. Communicates with vendors to obtain price quotes and delivery information.

Maintains stock, tools and equipment in a neat and orderly fashion. Maintains and cleans all designated stock and tool areas.

May pick up, transport and deliver materials, supplies and equipment as necessary.

Performs clerical duties including maintaining financial records, sorting, filing and entering information in a computer.

# 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 /     /	

E D U C A T I O N	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.

<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