

Salem and Beverly Water Supply Board

Job Posting

Maintenance Equipment Operator

The Board anticipates that there will be an opening for the position of Maintenance Equipment Operator.

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant, containing the following documents:

Item A – A signed original cover letter addressed to Alan Taubert, 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.
- A statement describing the applicant’s intention to perform the responsibilities of the position.
- The letter may contain any other remarks the applicant deems important.

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 completed Salem and Beverly Water Supply Board job application (existing employees do not need to submit a job application).

Pay Range Rate Schedule

<u>Hourly Rate</u>	<u>Weekly Rate</u>	<u>Annual Amount</u>
\$31.37 - \$37.59	\$1,254.61 - \$1503.48	\$65,239.59 - \$78,181.17

Each application package will be reviewed for timeliness, completeness (submittal of completed Items A, B and C if applicable) and for content and attention to detail.

Submittal Deadline and Location

Deliver one complete and unbound application package to the Administrative Assistant. Applications will continue to be accepted until the position is filled.

The Administrative Assistant will log in the date and time all application packages are received. The Board reserves the right to reject application packages that do not meet the minimum requirements of the position and that do not satisfy all the time, procedural and submission requirements.

Attachment: Maintenance Equipment Operator job description and SBWSB job application.