

Posted on: March 26, 2026

Salem and Beverly Water Supply Board

Job Posting

Lead Operator

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

TO BE CONSIDERED FOR THE POSITION: the candidate must submit an application package addressed to Jeannine Nash, Administrative Assistant at (office@sbwsb.gov) or delivered 50 Arlington Ave, Beverly, MA 01915 containing the following documents:

Item A – A signed original cover letter addressed to Bradley E. Perron, 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 unless currently employed by SBWSB.

FY 2027 Pay Range Rate Schedule (Does Not Include Overtime and 8% Night Differential)

<u>Hourly Rate</u>	<u>Annual Amount</u>
\$38.81 - \$43.62	\$80,724.80 - \$90,729.60

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

Submittal Deadline and Location

Deliver one complete application package to the Administrative Assistant. This application process will be open until 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 of the time, procedural, and submission requirements.

Attachment: Lead Operator Job Description and SBWSB Application

LEAD OPERATOR

GENERAL STATEMENT OF DUTIES

Highly skilled technical and physical work responsible for the monitoring, inspection, laboratory analysis, adjustment, record keeping, reporting and the overall efficient operation of the water filtration plant, equipment, chemical systems, and process controls including the stand-by electric generator and community pumping facilities. This position reports to the Supervisor of Operations and Deputy Director.

QUALIFICATIONS

Education and Experience

Associates Degree in business or science and at least five (5) years of experience in the operation and maintenance of a comparably sized water treatment, industrial or manufacturing facility, or an equivalent combination of education and experience. A Bachelor's Degree in business, science, or other related field of study is highly desirable. Operator Driven and other Maintenance Reliability training is highly desirable.

Licenses and Certifications

- Massachusetts Driver's License – Class D (Required)
- Massachusetts Operator of Drinking Water Supply Facilities - Treatment 3 License (Required) – Treatment 4 License (Highly Desirable)
- Massachusetts Operator of Drinking Water Supply Facilities – Distribution System License (Desirable)
- Massachusetts 1B/2A/3A Hoisting Licenses – (Desirable)
- OSHA 10 and 30 Training – (Required or ability to attain within one (1) year)
- Massachusetts Commercial Driver License with Air Brake Endorsement – (Desirable)

KNOWLEDGE, ABILITY AND SKILLS

Knowledge

Thorough knowledge of water filtration treatment plant operations, regulations, and reporting. Knowledge of equipment operations and maintenance, mechanical machinery, pumps, motors, drives, electrical, instrumentation, valves, chemical handling, feed systems and process controls. Knowledge of water treatment laboratory and operations best practices. Knowledge of Supervisory Control and Data Acquisition (SCADA) systems and Computerized Maintenance Management Systems (CMMS) work order systems. Working knowledge of OSHA, occupational hazards, and safety precautions, pertaining to water treatment or industrial facilities.

Ability

Ability to monitor, inspect, and troubleshoot to maintain efficient plant operations that meets or exceeds state and federal regulations. Ability to react promptly and efficiently to alarms and in emergencies. Ability to promptly identify changes with the water quality and make necessary process adjustments and changes to maintain plant operations. Ability to perform water treatment related laboratory analysis. Ability to interpret lab and plant performance data, performance metrics, technical manuals, reports, blueprints, drawings, and schematics. Ability to use all types of hand, cordless and motorized tools and equipment including cranes and hoists. Ability to perform light mechanical maintenance, cleaning, and custodial work. Ability to use CMMS work order and SCADA systems. Ability to supervise and train other employees.

Skill

Excellent communication skills, including reading, writing, and speaking English. Must be proficient in computer usage and interface skills with Microsoft Products, equipment and process automation controls, SCADA, and CMMS work order systems. Excellent observation and troubleshooting skills are required.

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 eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within or correctable to normal ranges.

JOB ENVIRONMENT

Work is performed both inside and outside under varying weather conditions with potential exposure to loud noises, heights, toxic or caustic chemicals, fumes, or airborne particles, near moving parts, and with risk of electrical shock. Employee is required to work varying hours during emergencies and or process control situations.

Sometimes works without day-to-day supervision and performs duties proactively, safely, effectively and on-time sometimes as part of a team.

Supervises and trains other Board staff if assigned.

Has some contact with other Board staff, general public, regulatory agents, vendors, consultants, and employees of the local Cities and Towns.

Errors in judgment could cause injury to self or other employees, damage to equipment, monetary loss, loss of service, and legal ramifications to the Board.

Adheres to the Board's safety rules, regulations, policies, and procedures.

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.

- Performs work of a highly technical nature, requiring the use of efficient diagnostics, best practices, and responsible independent judgement, with limited supervision, to sustain the Board's filtration plant operations.
- Performs complete plant inspections, monitors all control panels, charts, and displays, and SCADA system.
- Records and inputs plant and pumping facility operation and performance data as assigned.
- Reviews the operator logbook at start of work shift and maintains the logbook with all pertinent activities while on shift.
- Follows all Operational Standard Operating Procedures.
- Performs routine laboratory sampling and analysis of the water systems in the treatment process and distribution system. Makes and/or recommends process adjustments to maintain prescribed water quality standards.
- Responsible for bulk chemical deliveries and other chemical solutions required for all treatment processes.
- Monitors chemical and chemical solution inventories, and proactively notifies supervisor of needed bulk and other chemicals.
- Identifies equipment and system issues, diagnoses problems, properly documents, and ensures communication to appropriate personnel for corrective work.
- Attends end of shift meeting and conveys all pertinent information to operator coming on duty.
- Responsible for light maintenance work related to maintaining plant operations.
- Responsible for perimeter and building security on night shift.
- Operates and monitors the stand-by electric generator.
- Performs Operator Driven Reliability work activities as assigned.
- Remotely monitors and adjust operations of the distribution pumping stations to meet system demand.
- Corrects unsafe conditions in the work areas and reports any unsafe conditions, which are not immediately correctable, to supervisor.
- Responsible for the overall cleanliness of the treatment related areas with the plant. Performs custodial work and assists other Divisions with plant cleaning projects, as necessary.
- Completes assigned work orders. Inputs and records data in the CMMS.

- Attends, participates, and assists with employee training.
- Attends and participates in meetings as assigned.
- Performs other duties as assigned.

Occupational Category Code: O3



SALEM AND BEVERLY WATER SUPPLY BOARD

APPLICATION FOR EMPLOYMENT

Please *PRINT* Clearly

Today's Date _____

BACKGROUND INFORMATION

Name _____
(Last) (First) (Middle Initial)

Address _____
(Number and Street) (City) (State) (Zip)

Social Security Number _____ XXX-XX- _____ Phone(s) _____
(Home) (Cell)

E-Mail Address _____

Whom should we contact in case of an emergency? _____
(Name) (Phone Number)

Do you have relatives working for the Board? ___ Yes ___ No

If yes, please give name(s) _____

Do you speak any foreign languages? _____

JOB INTEREST

Are you applying for a specific job or position or submitting a general application?

___ General Application

___ Specific Job/Position _____
(Specify Job/Position of Interest)

How did you hear about this job/position? _____

Are you available for overtime work? ___ Yes ___ No

Comments _____

EDUCATION AND/OR MILITARY TRAINING

Education

School(s) Attended	Dates Attended	Subject/ Concentration	Graduate? Yes/No	Degree/ Certification
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____
_____	_____	_____	Y N	_____

Military

Branch _____ Date Entered _____ Date Separated _____

Final Rank _____ Primary Duties _____

EMPLOYMENT HISTORY AND/OR VOLUNTEER WORK

(List all verifiable employment including any performed on a volunteer basis. List all of your employers, starting with your present or most recent employer.)

Company	Phone	Supervisor	Dates of Employment	Position Held	Reason for Leaving
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Briefly describe the type of work for which you are best qualified. Note any details about your qualifications that should be considered. Include special skills, equipment operated, licenses, professional affiliations, honors and awards, publications, patents, etc.

If currently employed, may we contact your employer as a reference? ___ Yes ___ No

SECURITY

Are you a citizen of the United States? ___ Yes ___ No

If not, do you have legal authorization to perform work in the United States? ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No

If yes, give dates and details of conviction (“An applicant for employment with a sealed record on file with the Commissioner of Probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal appearances or convictions. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecution.”)

Please read the following statements; they constitute the conditions under which you would be employed by the Board should you be accepted for employment.

I certify that all information that I have provided on this application is true and complete to the best of my knowledge. I understand that falsifications, misrepresentations or omissions of facts called for in this application may result in denial of employment or immediate dismissal.

I understand that if I am employed by the Board, my employment is for no definite term and that I can be terminated at any time without notice and without cause. I further understand that no verbal promises or guarantees are binding on the Board and that no one, other than the Board or Appointing Authority of the Board, has authority to enter into an agreement for employment contrary to the above and that any such agreement must be in writing. If employed, I agree to abide by all of the Board’s rules and regulations, and any changes thereto. I give the Board permission to investigate all pertinent information concerning my application in order to determine my qualifications for employment. I understand that any offer of employment may be rescinded if the results of the investigation are unacceptable to the Board.

(Signature of Applicant)

(Date)

Massachusetts General Laws c. 149 s 19B requires that the following statement be included on employment applications: “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.”

The Board is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religious creed, national origin, ancestry, sex, age, handicap, veteran’s status or sexual orientation.