



SESD

Wastewater Treatment
For a Cleaner Environment

Application procedure and submission requirements for the position of **Engineer – Wastewater Systems**.

General

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

- First date of advertisement: July 7, 2025.
- Application deadline is July 28, 2025, or until the position is filled.
- 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:

- 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.
- 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*.

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. The starting pay rate is commensurate with qualifications and experience. For additional information, please contact Pam at (978)744-4550 x213 or visit <https://www.sesd.com/administration/careers/>.

Pay Range
\$86,139 to \$112,548

Other

Full benefit package including Massachusetts Group Insurance Commission (GIC) Municipal health insurance and Massachusetts pension.

*Attachments: Engineer – Wastewater Systems Job Summary
SESD Job Application*

South Essex Sewerage District
50 Fort Avenue, P.O. Box 989
Salem, MA 01970
(978)744-4550 | [SESd.com](https://www.sesd.com)



SESD
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Engineer – Wastewater Systems
Pay Range: \$86,139 to \$112,548

If you are reading this, you are serious about water quality and keeping the environment clean!

We are wastewater professionals, and we keep the environment clean and the waters of Salem Sound safe, swimmable, and fishable. If you are interested in joining our dynamic team, we are seeking an engineer to help manage and coordinate engineering and capital improvement activities of the South Essex Sewerage District (SESD). Candidates will have an opportunity to help implement a District-wide Capital Improvement Program to upgrade and modernize SESD's critical infrastructure.

Education, Experience, Qualifications

- BS in Civil, Sanitary, Environmental, Chemical or Mechanical Engineering.
- Engineer-in-Training Certification (EIT) is required, or must be obtained within six months.
- Registration as Professional Engineer (P.E.) in Massachusetts (or P.E. registration in another state and ability to receive Massachusetts licensure) is highly desirable.
- Minimum of two years of experience as an engineer after receipt of bachelor's degree. General knowledge of engineering and construction practices and procedures in Massachusetts and/or New England.
- Experience in construction oversight, preparation of engineering studies, design, and construction management of projects associated with wastewater conveyance, treatment, pumping, and metering facilities is preferred
- Proficient in written and oral communications.

Highly Desirable Experience, Certifications and Licenses

- Previous experience working in the wastewater/water sector.
- Advanced degree in engineering.
- Massachusetts Wastewater Treatment Operators License.

Responsibilities

- Assist with project management duties related to the District's construction activities such as planning, conceptual development, review of alternatives, cost effective analysis, budget preparation, cash flow projections, permitting/regulations, scoping of work, selection of consultants, scheduling, performance testing, review of contract submittals, record keeping, preparation and resolution of written comments, preparation of in-depth technical report summaries, oral presentations and project memorandums.
- Assist and coordinate with consulting engineers and contractors working for the District with respect to studies, planning, capital improvements, collection system, pumping, metering, wastewater treatment and facilities related projects.
- Supports the development of contract documents for advertising, bidding and construction. Assist with supervision of construction activities to ensure conformance with contract documents including but not limited to regulatory requirements, shop drawings, correspondence, payment requests, project changes, change order requests and credits, testing, startup, commissioning, training, project closeout, warranties and guarantees and project record keeping. Assists with tracking project schedule and costs to ensure projects are

completed on time and within budget. Supports resolution of construction claims and disputes. Prepares extra work documentation as required.

- Communicates, coordinates and meets with District staff and any other personnel involved in project and/or construction work to address and/or resolve issues. Attends project meetings and makes sound recommendations to supervisor.
- Works with the Operations and Maintenance Divisions to assist in the resolution of operational and mechanical issues associated with District facilities, equipment and buried infrastructure. Works with the Operations and Maintenance Divisions to monitor energy consumption and initiate energy saving opportunities.

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.

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