



# SESD

Wastewater Treatment  
For a Cleaner Environment

Application procedure and submission requirements for the position of **Operator's Assistant**.

## General

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

- First date of advertisement: August 1, 2025.
- Application deadline: 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:

**[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 - \$23.3388	Step 1 - \$48,544.70
Step 2 - \$25.5662	Step 2 - \$53,177.71
Step 3 - \$29.0192	Step 3 - \$60,359.91

*Attachments: Operator's Assistant Job Description  
SESD Job Application*

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

## **OPERATOR'S ASSISTANT**

### **Definition**

Technical and mechanical work in the operation of a treatment plant, pumping stations, and other facilities; all other related work as required.

### **Recommended Minimum Qualifications**

#### **Education and Experience**

High school graduation, or equivalent; completion of an operator's training course is highly desirable; previous experience as a laborer or equipment operator also desirable.

#### **Special Requirements**

Valid Driver's License.

Massachusetts Hoisting Machinery Operator's License Class 3A or ability to obtain license within six (6) months of hire date.

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

*Ability.* Ability to learn the operation of plant processes and equipment. Ability to maintain and evaluate simple records and to maintain good working relationships with other shift workers.

*Skill.* Good communication skills, including writing and speaking English.

### **Physical Requirements**

Moderate physical effort involved in performing the duties of the job including climbing, balancing, stooping, kneeling, crouching, reaching, handling and fingering. Must occasionally move (push, pull, lift or carry) objects weighing up to sixty (60) pounds. Must be able to access all areas of a multi-level facility. Good close, distant, color, and peripheral vision, as well as depth perception.

### **Supervision**

Works under the direct supervision of the Chief Operator.

Performs responsible work of a technical and mechanical nature, assisting the Chief Operator or Operator in controlling the flow and treatment of wastewater, and all related functions of the wastewater treatment facility, pumping stations and other facilities.

**Job Environment**

Work is generally performed under shop and field conditions, with loud noises, some exposure to hazardous chemicals, oils, solvents, explosive and toxic conditions, fumes and airborne particles, and associated electrical hazards; some work is performed outside with exposure to variable weather conditions.

Has some contact with vendors and other District staff.

Errors in judgment could lead to danger to public health and safety, damage to equipment, injury to self and others, and legal ramifications to the District.

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

Assists in the operation of equipment and systems which are used in the control of flow and the processing of wastewater and residual materials.

Monitors alarms and control consoles. Monitors and operates facility communication systems.

Operates motorized equipment to load, transport, and unload screenings, grit, scum and sludge.

Assists in operating valves and gates; starts and stops related equipment which control and adjust flow and treatment process.

Assists in performing routine maintenance and adjustment functions to process equipment, such as unplugging pumps, grinders, and process lines, as well as lubrication.

Unloads and loads processing chemicals.

Delivers samples.

Cleans process areas and equipment.

# 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.*

<b>P E R S O N A L</b>	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 /       /	

<b>E D U C A T I O N</b>	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