



SESD
Wastewater Treatment
For a Cleaner Environment

Celebrating
Our 100th
Anniversary

Application Procedure and Submission Requirements for the Position of ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR (EHSC)

General

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

- First date of advertisement: October 27, 2025.
- Application deadline: November 17, 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:

[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 professional 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 of the time, procedural, and submission requirements. Starting pay rate commensurate with qualifications and experience. SESD has a comprehensive and competitive benefits package. Equal opportunity employer. For additional information, please contact Pam at (978)744-4550 x213.

Annual Pay Range
\$86,138.95 to \$107,741.94

*Attachments: EHSC Job Description
SESD Job Application*

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

ENVIRONMENTAL HEALTH AND SAFETY COORDINATOR

FLSA Classification: Exempt

Definition

Directs and oversees activities related to safety and environmental matters related to the District's facilities and assets. Updates, supports and maintains all safety programs, safety policies and related activities to ensure compliance with all applicable safety regulations, laws, policies and procedures. Assists the Technical Support Division on other assignments as directed.

Qualifications

Education and Experience

Bachelor's Degree in Safety, Industrial Hygiene, Environmental Science, Engineering, Science or related field. Two (2) to four (4) years of experience in a safety related position coordinating safety and environmental programs in an industrial, utility or manufacturing facility environment.

Any combination of closely related experience, education, certifications, licenses and training which provides the required knowledge, skills and abilities to qualify and perform the duties for this position will be considered.

Additional Requirements

- Valid Driver's License
- Professional certification as an Occupational Hygiene and Safety Technician (OHST), or Certified Safety Professional (CSP), or Associate Safety Professional (ASP), or ability to obtain certification within six (6) months of being hired.

Highly Desirable Qualifications and Experience

- OSHA 30 Certification
- HAZMAT Technician Certification
- Prior experience working in a water or wastewater treatment facility

Knowledge, Ability and Skill

Knowledge

Thorough working knowledge of federal, state, local and industrial occupational safety and environmental regulations, laws, policies and procedures in industrial or manufacturing facility environments.

Ability

Ability to perform effectively as a leader and safety resource. Ability to effectively work both independently and with others to achieve all assigned goals and objectives. Must be able to organize, coordinate, analyze and successfully negotiate solutions. Must be able to effectively present information to management and other employees.

Must be proficient in the use of Microsoft Outlook, Excel, Power Point, and Word.

Skill

Must have excellent oral and written communication skills. Strong organizational and computer skills required, especially those used in all aspects of maintaining safety programs and related activities. Must also possess effective skills in investigative analysis, oral presentations, training, problem solving and handling conflict situations.

Physical Requirements

Must be able to crawl, climb, and move about the treatment facilities, collection system and construction sites. Ability to access all areas of a multi-level facility. Must be able to engage in activities below ground, on the ground and at heights above the ground in excess of thirty (30) feet, work in tight quarters, confined spaces, and operate a passenger automobile and/or light pickup truck. Excellent eyesight (sharp, close, distance, color, peripheral, and depth vision) and hearing well within normal ranges. Must possess a good sense of smell.

Supervision

Works under the general direction of the District Engineer

Performs work of a technical nature requiring the use of some independent judgment in determining priorities and ascertaining the most appropriate course of action to be taken to achieve the desired result.

Coordinates with other District department heads as required to ensure safe working conditions at the District.

Job Environment

Some work is performed under office conditions, with noise from office equipment and light traffic. Most work is performed under shop and field conditions with loud noises, rotating mechanical machinery and equipment and some exposure to hazardous chemicals, oils, solvents, odorous air, toxic conditions, fumes and airborne particles, electrical hazards and confined spaces. Some work is performed outside with exposure to variable weather conditions.

Has frequent contact with District staff and occasional contact with equipment vendors, contractors and consultants.

Operates standard office equipment.

Errors in judgment could result in delays, monetary loss or loss of service that could affect the surrounding communities and injury to self and to other employees, damage to buildings or equipment, and legal ramifications to the District.

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

Essential Duties

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.

Practices, promotes and audits safety awareness on a daily basis, such as but not limited to: safe work permits, personal protective equipment, lock out tag out and unsafe work place conditions.

Conducts regular safety audits in order to prevent accidents or injuries and maintains District wide safety compliance. Reports safety violations and unsafe conditions or work practices to supervisor and carries out all corrective actions and controls. Recommends level of discipline in the event of an employee safety violation.

Ensures safety programs are in compliance with all federal, state and local laws and regulations that affect the District. Reviews and updates safety related programs as required.

Compiles and submits safety and environmental reporting as required by management and regulatory agencies.

Supervises, performs and coordinates training programs and other safety-based instructions/activities.

Maintains required safety records, documentation and other related records.

Monitors the activities of outside consultants and vendors to ensure any and all work is completed as directed by Management.

Acts as liaison between outside emergency response personnel and the District.

Performs safety, evacuation and other related drills.

Organizes and manages safety activities, including but not limited to: respirators and fit testing, hearing conservation, fire prevention and protection devices, personal protective equipment, safety equipment and systems, hoisting equipment and ladders, eye wash stations, medical surveillance and environment exposure monitoring activities to ensure proper compliance is maintained.

Performs and documents incident investigations to identify causes and corrective actions aimed at preventing recurrence.

Maintains inventory of and recommends safety related equipment and supplies.

Coordinates and attends safety committee and other safety meetings. Prepares and maintains minutes of the meetings.

Takes timely action to intervene in situations or conditions that pose an immediate threat to life, health or property.

Maintains all Material Safety Data Sheets and all tank labeling to current compliance standards.

Prepares and maintains confined space entry permits and inspects work sites for full compliance with entry permit, required personal protective equipment and other related space entry safety requirements.

Assists Technical Support Division on other assignments as directed.

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