

Salem and Beverly Water Supply Board

Job Posting

Lead Mechanic/Machinist

The Board anticipates that there will be an opening for the position of Lead Mechanic/Machinist.

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.

Pay Range Rate Schedule

| <u>Hourly Rate</u> | <u>Weekly Rate</u> | <u>Annual Amount</u> |
|---------------------------|---------------------------|-----------------------------|
| \$36.00 - \$40.00 | \$1,440.00 - \$1,600.00 | \$74,880.00 - \$83,200.00 |

Each application package will be reviewed for timeliness, completeness (submittal of completed Items A and B) 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 of the time, procedural and submission requirements.

Attachment: Lead Mechanic/Machinist job description and SBWSB job application



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 _____ 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.

Lead Mechanic/Machinist

GENERAL STATEMENT OF DUTIES

Highly skilled technical work in maintaining, repairing, and rebuilding mechanical, electromechanical, pneumatic, and hydraulic systems. Expertise includes complex machines, equipment, piping, HVAC, automotive and fleet equipment, and other work needed to maintain proper performance, safety, and operations of a water utility. This position reports to the Supervisor of Maintenance and the Deputy Director.

QUALIFICATIONS

Education and Experience

High school diploma and at least five (5) years in related mechanical maintenance and machine shop work experience, or an equivalent combination of education and experience. Completion of Machine Shop and Mechanical Training Courses. An Advanced degree in business, science, or other related field of study is highly desirable.

Licenses and Certifications

- Massachusetts Driver's License – Class D (Required)
- Massachusetts Hoisting License – Class 1B/2A/3A (Highly Desirable)
- OSHA 10 and 30 Hour General Industry – (Required or ability to attain within one (1) year)
- Maintenance Reliability Certification – (Highly Desirable)
- Massachusetts Operator of Drinking Water Supply Facilities – Treatment License (Desirable)
- Welding Certification in Arc, TIG/MIG, Stick, and Wire Feed – (Highly Desirable)
- Massachusetts Driver's License – CDL A/B with Air Brake Endorsement – (Highly Desirable)

KNOWLEDGE, ABILITY AND SKILLS

Knowledge

Thorough knowledge of water treatment mechanical machinery, equipment, automotive and fleet equipment, and the knowledge of how these elements are maintained and repaired. Knowledge of how to use typical machine shop machine equipment and tools for precision measuring such as: micrometers, verniers, dial indicators, and laser measuring devices. Knowledge of precision maintenance best practices techniques such as laser alignment, ultrasonic lubrication and lubrication practices, vibration analysis and thermography. Knowledge of Computerized Maintenance Management Systems (CMMS) work order systems and maintenance work management best practices. Working knowledge of OSHA, occupational hazards and safety precautions pertaining to water treatment or industrial facilities.

Ability

Ability to prepare maintenance reports and maintain accurate records; ability to react promptly and efficiently in emergencies; ability to interpret technical manuals, blueprints, and schematics; ability to use all types of tools and motorized equipment including cranes and hoists. Ability to proficiently operate machine shop equipment including lathes, milling machines (Bridgeport), presses and other machine shop equipment. Ability to use welding, cutting, and grinding equipment. Ability to develop and maintain a fleet maintenance program. Ability to use and manage CMMS work order 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, databases, machine operating controls, and current technology precision maintenance tools. Attention to detail and must be able to provide manual verification steps to confirm appropriate manufacturing tolerances.

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 or from an elevated height. 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 normal ranges.

JOB ENVIRONMENT

Work is performed both inside and outside under varying weather conditions with potential exposure to loud noises, heights, toxic or corrosive 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 independently without day-to-day supervision and performs duties proactively, safely, effectively and on-time, while part of a team.

Supervises other Board staff on mechanical and machine shop related work as assigned.

Has some contact with other Board staff, the general public, 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 and mechanical nature, requiring the use of efficient diagnostics, best practices, and responsible independent judgement, with limited supervision, to sustain the Board's mechanical, electromechanical, pneumatic, and hydraulic machinery, HVAC, piping, equipment, processes, automotive and fleet equipment in excellent working order.
- Develops and performs preventative maintenance work, equipment inspections, precision maintenance, condition assessments and root cause analysis of malfunctioning equipment. Recommends needed work, prepares work orders, develops work planning, and needed parts and inventory quickly and efficiently to maintain operations.
- Manages the continuous improvement of precision maintenance best practices including but not limited to laser alignment, ultrasonic lubrication, lubrication storage and delivery practices, vibration analysis, and balancing and thermography.
- Assists with inventory management and procurement of materials, equipment and supplies to maintain efficient operations.
- Plans, sets up, operates, and maintains machine shop tools and equipment according to proper safety procedures. Ensures shop, equipment, and tools are in safe operating condition. Corrects unsafe conditions in the work areas and reports any unsafe conditions, not immediately correctable, to supervisor.
- Responsible for the overall cleanliness of the machine shop and fleet garage/service areas.
- Uses arc, gas, TIG/MIG, wire feed, and plasma-type welding, cutting, and grinding equipment.
- Installs and sets up new or rebuilt equipment, utilizing best maintenance practices and procedures.
- Develops and performs preventive maintenance program work and repairs on the Board's equipment. Maintains accurate and updated preventative maintenance records in the CMMS. Performs, reports, and presents fleet condition assessments and reports.
- Maintains a clean and orderly environment, including further required cleaning of the facility.
- Trains, mentors, and directs other staff in work ethic, mechanical repair work, precision maintenance best practices and proper fleet operational and maintenance care. Attends and participates in other Board training initiatives.
- Assists with electrical, plumbing, snow and ice management, and other property and facilities management work activities as assigned.
- Operates the treatment plant and fleet, subject to holding the proper licenses.
- Attends and participates in meetings as assigned.
- Performs other duties as assigned.

Occupational Category Code: M2