



KITTERY WATER DISTRICT

17 State Rd., Kittery, ME 03904
Tel: 207-439-1128 Fax: 207-439-8549

TECHNICAL SERVICES MANAGER

Nature of Work

- This is a predominantly administrative position, with fieldwork involved as needed, covering all technical aspects of the Kittery Water District.
- Employee is directly responsible to and assists both the Superintendent and the Assistant Superintendent.
- Employee will play an integral role in the development and maintenance of the District's Service Line Inventory and related GIS.
- Employee is responsible for maintaining databases and records of the District's equipment and infrastructure. He/She is the Safety Director and responsible for all aspects of the safety program.

Examples of Work *(not intended to be a complete listing)*

- Acts as primary I.T. (information technology) person for the district.
- Regularly update and maintain the District's G.I.S. system including the mobile laptop computers used in the field.
- Responsible for updating and retaining various files of the District to include gate books, service cards, hydrant cards, and backflow device records
- Serves as the webmaster for the District's website.
- Acts as the Safety Director and continually reviews procedures and equipment of the District to ensure compliance with approved safety rules and regulations. Maintain listing of required inspections and ensure inspections are current.
- Maintains current knowledge of federal and state laws and regulations affecting District operations.
- Performs field locations of various assets, using a Trimble GPS unit.
- Performs Construction inspection and mapping when private contractors are working within the district.
- Assists with hiring of personnel as directed by the Superintendent.
- Attends meetings and conferences dealing with developments in those technologies, which impact on the District.
- Assists the Superintendent as directed.
- Performs related work as required.

Requirements of Work

- Highly skilled in the operation of current computer hardware and software.
- Proficient in working with both GPS and GIS.
- Ability to monitor, adjust and interpret SCADA.
- Maintain and build on a Safety Program which currently holds a SHAPE award. This includes performing a wide array of required monthly inspections.
- Maintain and update required documents such as: Service Line Inventory, Emergency Management Plans, Emergency Response Plans, Risk and Resilience Assessments, Employee Handbook, etc.
- Ability to perform independently as a self-starter, exhibiting a high degree of initiative in fulfilling a broad range of District and staff responsibilities.
- Knowledge of the processes and equipment involved in water utility operation, including the mechanical, chemical and other processes.
- Ability to maintain harmonious working relationships, effective work output, and required performance levels.
- Ability to communicate effectively, both orally and in writing.
- Adheres to the confidentiality involved with this position.
- Willingness and ability to pursue professional improvement.

Desirable Experience and Training

- Bachelor's Degree in the field of Civil, Sanitary or Environmental Engineering.
- Extensive experience in the above disciplines may be accepted in lieu of the formal academic requirements listed above if that experience included responsible positions in the water utility industry.
- 5 years minimum experience in a combination administrative, management, and engineering position.
- Excellent organizational and administrative skills are required.
- Possession of a Class IV Water Treatment and Class III Distribution License is desirable.