

## **Technical Manager Position**

Bring Your Skills to a Higher Level at SBWD

If you enjoy a rewarding opportunity where the workday is typically a mixed bag—in a good way, this may be the opportunity for you. SBWD is seeking an experienced water professional to join our small team of dedicated, achieving individuals. This job requires high adaptability and diverse talent application and will allow you to upskill. Applicants must love to learn and achieve.

For requirements and more information please visit: [www.sbwd.org](http://www.sbwd.org)

**FOR CONSIDERATION: Please EMAIL your resume with contact information to: [info@sbwd.org](mailto:info@sbwd.org)  
Subject Line: Technical Manager position. Please request a read receipt to ensure delivery. Or send/deliver a hard copy to SBWD at 80 Berwick Road, South Berwick, Maine 03908. For more information, please call Ryan at (207) 384-2257.**

**JOB DESCRIPTION BELOW...**

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**SOUTH BERWICK WATER DISTRICT**  
**TECHNICAL MANAGER**

**POSITION SUMMARY:**

The Technical Manager position is a multidisciplinary skilled role providing important hands-on operational, technical, and practical guidance related to the overall operation of the district, actively participating in daily operations. The TM must possess strong water distribution/treatment and information technology skills and be familiar with use of business applications such as Office 365, computerized maintenance programs, and geographical information application.

Under the direct daily supervision of the Superintendent, this position will perform a wide range of duties as assigned in the areas of distribution and treatment, customer service, geographical information systems, information technology, billing and invoicing, and other special projects. This individual will, at times, work independently to manage and advance projects, while exercising initiative and efficiency. The position requires a Water Distribution and Treatment license or significant experience plus the ability to obtain Treatment and Distribution Class II/III or higher licenses within 1 year. This position is compensated on an hourly rate basis and with training, is responsible for performing on-call duties on a rotating schedule with additional standby compensation. The TM also carries a district issued cell phone and responds to plant emergencies and breakdowns during on-call hours.

**SUPERVISION RECEIVED AND EXERCISED:**

This position receives direction from the Superintendent and has both management and supervisory roles.

**ESSENTIAL JOB FUNCTIONS/CORE RESPONSIBILITIES:**

Essential Functions, as defined under the Americans with Disabilities Act, may include the following tasks, education/knowledge, skills and other characteristics. The list of the tasks is Illustrative Only and is not a comprehensive listing of all functions and tasks performed by this position. It does not imply that the position performs all the duties listed, nor does it necessarily list all possible duties that may be assigned.

**CORE RESPONSIBILITIES:**

- ✓ Operates and maintains wells, pipes, reservoirs, treatment, and other facilities. Inspects, cleans, and monitors pump stations and related equipment.
- ✓ Assists in repairing main/service breaks. Helps maintain buildings, grounds, vehicles, and other systems.
- ✓ Responsible for performing on-call duties on a rotating schedule. Carries a cell phone and responds to treatment plant emergencies and breakdowns during on-call hours.
- ✓ Works closely with the Foreman in installing, removing, testing, and maintaining meters. Assists in the testing and recording meters and installation.
- ✓ Perform adjustments, preventive and corrective maintenance, troubleshooting, calibration, repair, and replacement of instrumentation including, treatment systems, pumping systems, variable frequency drives, communication network systems, pumping and analyzer equipment.
- ✓ Develops and maintains the district's computer mapping GIS system; assists district personnel with use of specific GIS applications and project needs.
- ✓ Provides assistance and backup for office duties. Works closely with the Office Manager in handling customer records and entering customer data. Works to help resolve technology and account problems.
- ✓ Works on assigned projects, including GIS mapping with appropriate timelines, providing status reports.
- ✓ Acts as the districts' safety coordinator. Assists in creating and maintaining safety and other programs.
- ✓ Performs general field duties related to the water quality such as taking water samples and water testing.
- ✓ Completes regular training and coursework to upgrade knowledge and maintain certification and licenses.
- ✓ Interacts with customers and may respond to complaints and inquiries.

- ✓ May assist in inspection, laying and fitting lines; making water line taps or repairs; installing and maintaining water services, fire hydrants, valves, and other water devices.
- ✓ Assists in identifying services and main leaks; operates pipe locators including marking and notification.
- ✓ Assists in the repair, maintenance and removal/install of water meters and related service lines. Reads meters, provides turn off/on services as directed.
- ✓ May assist in emergency repairs to water lines as necessary and/or help with traffic control.
- ✓ Assists or performs a variety of cleaning, painting, landscape maintenance, planting, clearing, watering, mowing, edging, and other ground-keeping tasks; operates small power equipment such as mowers, weed eaters, pack blowers, chainsaws; and chippers.
- ✓ Safely operates maintenance equipment. Performs heavy manual labor and skilled maintenance duties.
- ✓ Safely performs various types of manual labor and limited semi-skilled tasks; may be assigned hand or motorized tools at assigned facilities or sites; loads and unloads equipment, materials, and supplies.
- ✓ Assists in coordination of different trades to carry out repair and/or the installation of control systems and instrumentation. May provide support for outside contractors, consultants, and regulatory agencies.

**QUALIFICATIONS:** The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time to successfully perform the assigned duties.

- ✓ General understanding of the basic principles of water distribution and treatment required.
- ✓ Proficiency with Microsoft 365 applications, including Excel, Word, and Outlook required. The preferred candidate will also have experience with other advanced applications such as Teams, SharePoint, website maintenance and development, but will train the right person.
- ✓ Familiarity with GIS concepts and applications such as ArcGIS and GPS/GIS related equipment and software, and analytical techniques, including computerized mapping and digital data conversion, manipulation, and analysis is preferred, but will train the right person.
- ✓ Must have strong organizational, analysis and communications skills with the ability to effectively interface with both internal employees and external customers.
- ✓ Ability to operate computers and software necessary for assigned duties.
- ✓ Willingness to complete all necessary training to advance technical skills.
- ✓ Ability to interpret maps, engineering drawings, surveys, utility plans and similar materials.
- ✓ Knowledge of the procedures and practices of operating a water system, treatment plant, and other facilities.
- ✓ Knowledge of construction/maintenance equipment and ability to assist in the maintenance of water lines.
- ✓ May operate construction and maintenance equipment, treatment plant apparatus, computer systems, laboratory testing materials, hand tools, and commercial vehicles.
- ✓ Ability to work both independently and as a team and to follow oral and written instruction.
- ✓ Ability to communicate clearly and courteously and to maintain effective working relationships with coworkers, customers, the public, and vendors.
- ✓ Must comply with district and required safety rules, regulations, and protocol including requirements for personal protective equipment use.
- ✓ Must reside within a twenty-minute radius of the district and respond to calls when on standby.
- ✓ Must possess a valid driver's license and the ability to safely operate a company vehicle daily.
- ✓ Must obtain a State of Maine Class III Treatment and Class II Distribution Operators License within 1 year of hire date.
- ✓ Must possess the physical strength and agility sufficient to perform the work of the class.
- ✓ Ability to work effectively and safely under emergency and difficult conditions.
- ✓ May be required to work hours other than regularly scheduled such as days, nights, weekends, holidays, on-call, and rotating shifts.

**EDUCATION & EXPERIENCE:**

The salary offered is commensurate with education and experience. High School Diploma/GED and with two to five years' experience as a Water Operator (treatment and/or distribution) or a related position, required.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

Type and frequency of work has a seasonal element, but majority of work to be performed is indoors in a normal office environment. Outside work can involve extensive physical effort including frequent climbing, bending, lifting, crawling, standing, and walking. Work may involve operating construction and maintenance equipment, treatment plant apparatus, computer systems, laboratory testing materials, hand tools, and commercial vehicles. .

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

END JOB DESCRIPTION