

CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick
General Manager
Sue Sands
Office Manager
Russell Plourde
Water Operator
Paul Rossignol
Wastewater Operator

WATER & WASTEWATER
PO Box 879 ~ 176 Limestone Street
Caribou ME 04736
(207) 496-0911 ~ (207) 496-0921 fax

TRUSTEES
Janine Murchison PE
President
Nancy Solman
Treasurer
Phil McDonough
David Belyea PE
Jay Kamm

August 12, 2019

Re: Water/Wastewater Technician Position

Dear Applicant,

Thank you for your interest in the following position. I'm providing this more extensive job description to better inform you of the requirements of the position and some of the benefits of the organization. We intend to review the applications received to date and will contact candidates by phone to schedule in office interviews. This position will remain available until a qualified person is hired. The Caribou Utilities District is an equal opportunity employer.

Sincerely,

Hugh A. Kirkpatrick

Hugh A. Kirkpatrick, General Manager

Detailed Job Description:

This position reports to the supervisor of water treatment and distribution and the supervisor of wastewater collection and treatment. The position will involve a high level of accountability and responsibility, and the aptitude to understand the important nature of public health and safety services. It requires an attention to detail, good communication skills, good listening and reasoning skills; an ability to work independently or in a group setting; the ability to read and understand operations manuals, to analyze data, and make proper decisions related to plant or system operation. The position requires certain standards of conduct such as respectfulness to others, flexibility, dedication to the job and community, sound work ethics, reliability, honesty, consistency and objectivity.

This person will learn all aspects of operating a modern 2 million gallon per day drinking water treatment plant, 32 miles of water mains, two booster stations, four standpipes, 150 fire hydrants, 42 miles of sewer mains, 700 manholes and a 1.71 million gallon per day wastewater treatment facility. Work hours will normally be 8 hours per day for a 5-day week. Occasional scheduled and unscheduled overtime is expected. Availability for on-call status is required. This person will train and become licensed in the following broad areas:

- Public drinking water treatment facility operation
- Public water distribution system operation
- Public wastewater treatment plant operation
- Public wastewater collection system (optional)

Many operations involve observation, analysis and maintenance of computers and files. Must read panel view displays and determine optimal operations. Will implement inspections of mechanical components, and perform maintenance and repairs as required.

All activities will occasionally expose the person to elevated noise levels, objectionable odors and sights, chemicals, inhalation hazards, electrical hazards, confined space hazards, slip and trip hazards, construction hazards, inclement weather, and traffic hazards. Employer will supply all related personal protective equipment and training for its proper use. Related physical requirements include safe vehicle operation, lifting (50 lbs.), shoveling, pushing, pulling, standing, stooping, kneeling, ladder climbing, and the ability to work in adverse weather with extremes of cold and heat, rain or snow, at any time of the day or night. Must be able to understand written and verbal instructions, be able to understand measurements and quantities, both metric and U.S., as well as common mathematical functions. Must be accustomed with common mechanics tools and be familiar with proper use.

(continued next page)

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Perform other duties as assigned by the supervisor of water treatment and distribution and the supervisor of wastewater collection and treatment.

All operations require licensing by the Maine Department of Environmental Protection and the Maine Department of Health and Human Services. Licenses are obtained sequentially, depending on experience level, through study and periodic written testing given by the State of Maine. Progress toward the proper licenses is a condition of continued employment.

Benefits:

The following is a list of current options and benefits available. These are subject to change at any time.

- Anthem POS-200 health insurance (100% employee, 50% family paid by employer)
- 401A retirement plan with 5% match by employer
- 457 pension plans (traditional pre-tax IRA) at employee expense
- One-year salary life insurance policy paid by employer
- Income protection at group rates is offered at employee expense
- Long term disability & vision at group rates is offered at employee expense
- AFLAC at group rates is offered at employee expense
- Paid time off 22 days per year, carry over allowed up to 120 hours
- 11 paid holidays per year
- Water and wastewater testing and licensing paid by employer
- Continuing education credits required to maintain licensing paid by employer
- \$500 per year work clothing allowance
- Career development training assistance available to qualified employees

This is not intended to be a comprehensive job description. All working conditions and benefits are subject to change from time to time.

The Caribou Utilities District is a quasi-municipal entity created by charter from the Maine Legislature in 1945 to provide water and wastewater services to the City. Predecessor private companies included the Caribou Water Company (1889) and the Caribou Sewer Company (1905), both of which were eventually purchased by the Caribou Utilities District. The District is directed by a five-member Board of Trustees appointed by the City Council. The District is self-financed through rates paid by its customers and maintains its own budget separate from the City.

The District produces all drinking water from two gravel aquifer wells on the River Road. These sources provide high quality water for our customers. A new water treatment plant was completed in 2006 and is capable of producing up to 2 million gallons of water per day. Wastewater is treated in three aerated lagoons located on the Grimes Road. The Grimes Road treatment plant was completed in 1984 and is capable of processing up to 1.71 million gallons of wastewater per day on a monthly average. The District also maintains eleven lift stations, a step screen and two large pumping stations.

Caribou Utilities District was awarded the Maine Rural Water Association 30th Annual Maine's Best Tasting Drinking Water in December 2016. The award was established by a three-person panel based on the criteria of clarity, smell and most importantly, taste. Communities and small water systems throughout the state submitted samples including recent past winners Limestone and Bangor.