Thank you for your interest in the following position. We are providing this job description to better inform candidates of the requirements of the position and some of the benefits of the organization. All candidates are required to submit a cover letter, resume and three references to cud@gwi.net or mail to 176 Limestone Street, Caribou ME 04736. Subject or address of submissions should be: Marketing-Grant Writer-Public Information Officer. We will review all submissions received and contact candidates by email or phone to schedule interviews. This position will remain open until a qualified person is hired.

This salaried position reports to the General Manager. The position will involve a high level of accountability and responsibility, and the aptitude to understand the critical 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 market trends, to analyze data, and make proper decisions related to economic development. The position requires certain standards of conduct such as respectfulness to others, flexibility, dedication to the industry and community, sound work ethics, reliability, honesty, consistency and objectivity. Remote working arrangements will be considered for the right candidate. District will provide laptop computer and cell phone.

Marketing, 50%-65%:
Research, develop and execute a marketing plan for the District promoting all three divisions considering:
- Significant excess capacities and attributes; over one million gallons per day high quality drinking water, 40% to 60% influent strength available, 10 Gig symmetrical internet service available at every address in the City (construction starting in 2023).
- Water and sewer rates among the lowest in the State. Internet service starting at $60 / month for 100 Mbps up & down.
- Unique location of Caribou; proximity to Canada, miles of waterfront real estate, four distinct seasons.
- Features of Caribou; 72 square miles of area (double township), 145 miles of paved roads, available residential, commercial, industrial, agricultural real estate.
- Highly qualified, experienced and technically capable staff including District vendors.
- Internal and external strategies; promote division capabilities/availability to the local community and publicize District excess capacities and features to the worldwide marketplace.

Grant Writing, 20%-30%:
Research, draft, and submit proposals for all three divisions which attains grant funding for the District.
- Study and understand the history, organizational structure, objectives and financial needs of the District.
- Respond to internal and external queries on drafted and submitted proposals.
- Maintain positive relationships with fund providers and other stakeholders.
- Compile/Organize records and submit reports related to grant opportunities.

Public Information Officer, 10%-15%:
Share District information with the community in appropriate time frames using the proper media platform for each situation.
- Developing content for releasing updates of District activities including emergency repairs and construction updates.
- Assist the Office Manager hosting events that promote industry continuing education and attending job fairs.
- Support management in creating a specific public image for the District and the community.
- Speaking with members of the public to answer questions and gather information.
- Maintaining positive relationships with media outlets.

Other, 5%-10%:
- Perform other duties as assigned by the General Manager.
- Coordinate activities with the City and other community stakeholders.

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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
- 12 paid holidays per year
- Water and wastewater testing and licensing paid by employer
- Continuing education credits required to maintain relevant licensing paid by employer
- 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 and without notice.

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 Caribou 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.

On March 31st, 2022, Governor Janet Mills signed LD 1949, An Act to Amend the Caribou Utilities District Charter to Include Broadband Services. This was a culmination of several years of study and factfinding by several members of the community looking for a long-term solution to the problem of all citizens in Caribou having access to high-speed internet. The next steps in this project will be starting the process to secure project funding and continue to collaborate with all community stake holders.