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: Water Supervisor. 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 is an hourly position which reports to the General Manager. 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.

**Water Supervisor, 60%-75%**

Supervise a 3 to 6-person staff and ensure their safety by identifying, reporting and correcting hazards as well as providing continuous training and guidance. Perform and train the essential job functions for any position on the crew. Plan daily work schedule and execute accordingly. Possess knowledge and understanding of water treatment production schedules, plans and specifications. Guide crew with main break repair fittings and valve installations. Test and investigate distribution system for leaks and other issues. Keep a detailed record of all activities performed on a given day. Keep an organized file with all relative job paperwork including daily time log for crew. Communicate with engineering, management and office staff accordingly. Research, recommend and assist in the procurement of heavy equipment, tools and construction materials. Planning, organizing and directing all aspects of water treatment plant, which includes both administrative duties, technical aspects, plant operations & safety. Assisting in budget preparation and administer procurement of supplies and materials. Managing safety training, scheduling, and tracking of all staff to ensure compliance with operations & maintenance goals. Understanding of regulatory & principles in water treatment and distribution systems areas. Investigate customer complaints and answers questions to the public. Participates in planning and selecting future water treatment plant infrastructure improvements.

**Water/Wastewater Technician, 20%-30%**

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. 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. 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.

**Other, 5%-20%**:

Perform other duties as assigned by the General Manager.

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 minimum licenses requirements is a condition of continued employment.
CARIBOU UTILITIES DISTRICT

Hugh A Kirkpatrick  WATER & WASTEWATER  TRUSTEES
General Manager  PO Box 879 ~ 176 Limestone Street  Nancy Solman
Sue Sands  Caribou ME 04736  President
Office Manager (207) 496-0911 ~ (207) 496-0921 fax  Jay Kamm
Russell Plourde  Treasurer
Water Operator  Janine Murchison PE
Paul Rossignol  David Belyea PE
Wastewater Operator  John Swanberg

Maine DHHS Water System Operator Class II Treatment & Class II Distribution
- Maine DEP Wastewater Treatment Plant Operator Grade 2
- Maine Commercial Driver License Class B (MDOT CDL-B)
- NEWEA Collection Systems Operator Certificate, Grades I to IV (optional)

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
- $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 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 stakeholders.