

The Paris Utility District Board of Trustees has initiated a search for General Manager. The existing Manager has announced her retirement after 37 years with the District.

The Paris Utility District (District) is a quasi-municipal entity created through Legislative Charter in 1967 tasked with providing water and wastewater services to the Town of Paris. The community is located in Oxford County along the Little Androscoggin River in the Oxford Hills area of Maine with a population of 5,265. Students living in this beautiful region of Maine attend the School Administrative District 17. Oxford Hills has more than ten lakes and ponds, all of which are havens for boating, swimming, fishing, cross country skiing, snowmobiling and more. There are hiking treks on hundreds of acres of land that is for public use; Western Maine is a Sportsman's dream. The City of Portland is located within an hour, and within a half-hour the Town of Bethel offers great winter recreation. This is an ideal location for anyone interested in all of the activities and interests Maine offers.

The District is directed by a five member Board of Trustees elected by the citizens of the Town of Paris. The District is self-financed through rates paid by its customers and maintains its own budget separate from the Town. The General Manager provides overall vision, leadership, and direction to a seven-member workforce.

The District's 2022 annual budget is 1.6 million, in which the District operates two gravel packed wells, water treatment facility, wastewater treatment facility with an average daily flow of 300 million gallons and all the water and sewer infrastructure in the Town of Paris. Current customer base of 1200 customers are a mix of residential, commercial, industrial, and governmental.

The District has a Water Master Plan, Emergency Response Plan, Wellhead Protection Ordinance, and Sanitary Sewer Evaluation Study.

Job Summary:

The General Manager performs administrative and technical work in directing the planning and operations of the District. Responsible for preparation of annual utility budget, capital budgets, purchases equipment and material and approves payment, preparation of state and federal reports as well as compliance with federal, state, and local regulations. Administers customer service directly and through competent staff.

Essential Functions:

- Assures that Board of Trustees is provided accurate, timely information to facilitate appropriate policy/decision making
- Assist Board in establishing utility policies and objectives
- Ensures conformance with applicable laws, rules, regulations, policies, procedures, and standards
- Coordinate development, execution, and management of projects for the District for Capital Improvement for work for the water and sewer infrastructure
- Develops, assists, and provides written procedures for related water and sewer procedures, ordinances, state regulations (DEP Licenses, Terms and Conditions)

- Administers policies and programs to achieve District's objectives and coordinate utility activities to maintain operating efficiency (Safety, Training, Emergency Response Plan)
- Prepares and supports the yearly District operations and capital budget
- Prepares quarterly financial statements for the Board
- Ensures equitable administration of wages and salaries, employee benefit plans and performance appraisals
- Communicates clearly, effectively, and tactfully, orally and in writing
- Establishes and maintains effective working relationships with others, including the Board, other staff, and general public

Education and Experience:

- Degree/Advanced Degree in Business or similar discipline
- Successful candidate should have a minimum of 3-5 years' experience in the water or wastewater industry.

Physical Abilities and Environmental:

Extended workdays may be required to accomplish tasks and meet workload demands during peak periods. Requires extended periods of walking or standing, computer keying, working at a desk, and viewing spreadsheets and other written material. Ability to stand, walk, as well as talk, see and hear. There is also the potential for kneeling and lifting of objects up to 25 lbs. Ability to tolerate extreme temperatures during outside work and utility maintenance.

Salary: \$80,000.00 - \$110,000.00 per year

Resumes and inquiries should be directed to kirstenh@mainerwa.org