

## **GENERAL MANAGER FREEPORT MAINE SEWER DISTRICT**

The Freeport Maine Sewer District (FSD) is currently accepting applications for its General Manager position. The General Manager, acting under the oversight of the 7-member Board of Trustees and the requirements of local, state and federal regulators, shall be responsible for directing all aspects of the FSD. The General Manager will administer operations, short and long-term planning, maintenance, environmental compliance, and fiscal, legal, and personnel matters. The General Manager will supervise a \$21M expansion of the FSD that has been approved and financed but not yet contracted. The General Manager must be able to function independently and be comfortable working with Trustees and customers from diverse backgrounds, with the Superintendent and staff, with contractors and engineers, and with financial and legal professionals. The General Manager must have the analytical ability to interpret construction project proposals and designs, financial spreadsheets, and legal, environmental and lab reports, as well as to collaborate with the Superintendent on construction project proposals, designs and details of plant operation, potential improvement, and expansion. The General Manager is responsible to oversee that the FSD is an effective, safe, and financially responsible public utility.

### **Essential Job Functions:**

- Administrative and management oversight, assistance and recommendations in fiscal, construction, legal and personnel areas in interests of the FSD, liaisons with local, state and federal agencies.
- Reviews and confers with the Superintendent in the responsibility of all FSD operations.
- Maintains and updates the FSD health and safety program and ensures compliance with OSHA, Maine Bureau of Labor Standards regulations.
- Reviews, with the Superintendent, all FSD treatment plant and collection system construction projects.
- Reviews the need and implements the procurement of outside services. These services may include, but are not limited to, engineering, legal, and financial.
- Develops and implements programs and policies to meet the changing needs of the FSD.
- Collaborates with the Superintendent to identify and implement technological and administrative efficiencies.
- Provides timely, accurate communications between the FSD Board of Trustees and staff, municipality, and regulatory agencies.
- Organizes and attends all regular and special meetings of the FSD Board of Trustees, assisting them by providing background information sufficient to keep Trustees well informed.
- Oversees FSD financial operations and reports conditions to the Board of Trustees.
- Responsible for financial planning and financial policy recommendations to FSD Board of Trustees.
- Responsible for overseeing accounts receivable and payable.

- Responsible, with the Superintendent, for the preparation and presentation of the FSD's yearly operation and maintenance budget, capital improvements budget, new equipment budget reserve fund expenditures as directed by the Board of Trustees, and determining basic cash flow needs.
- Oversight and management of banking, borrowing, and investments.
- Manages personnel, including but not limited to hiring, review, salary/benefits, and employee dismissal.
- Reviews and approves, with the Superintendent, professional development courses available to the staff.

**Minimum Professional Requirements:**

- Bachelor's Degree in Engineering, Business Administration, Environmental Policy, or a related field; with 10 or more years of utility or project management experience, and 3 years of direct supervisory experience is preferred.

Salary Range is \$80,000 to \$100,000, to be determined based on experience and qualifications. Excellent benefit package.

**Submit via the email address below a cover letter, resume, salary requirements and five (5) references by Tuesday April 2, 2024 to:**

General Manager Position  
Freeport Sewer District  
c/o Eaton Peabody Consulting Group  
Attn: Don Gerrish  
Email: [dgerrish@eatonpeabody.com](mailto:dgerrish@eatonpeabody.com)  
Telephone: 207-622-9820

The Freeport Sewer District is an Equal Opportunity Employer.