

MADAWASKA WATER DISTRICT

JOB OPENING

The MWD is accepting applications for the full time Office Manager/Assistant Operator position.

This position has various duties and requirements including, but not limited to, the following:

- All aspects of general bookkeeping including billing, collections, payroll, general ledger, accounts payable & skills for management of the front office,
- Ability to respond to emergency callouts ie: water main breaks, treatment/distribution issues, service line issues, cold weather issues, etc.,
- Ability to attain a Class 2 Water Distribution and a Class 2 Water Treatment Operator license is required within initial three years of employment,
- Ability to work overtime weekend duty every third weekend including being on call the week preceding that weekend,
- Ability to perform all aspects of general laboratory procedures associated with testing of raw water and treated finished water,
- Physically able to perform some heavy manual labor,
- Ability to attain Class 3 and Class 4 operator licensing is desirable,
- Class B CDL drivers' license is desirable,
- Valid/Clean drivers' license required.

A more comprehensive job description and application for this position are available by contacting us at 728-3859 or by email at steve.bechard@madwater.me

The opening will remain open until a suitable individual is found.

The MWD offers a competitive wage and benefits package and is an Affirmative Action Equal Opportunity Employer.

Please submit the job application, letter of interest and resume to:

Steve Bechard, Superintendent
Madawaska Water District
66 Main Street
Madawaska, ME 04756