



Full job description

HOW TO APPLY

Job Overview - Utilities Manager

The Town of Chestertown is currently accepting applications for the position of Utilities Manager. This is a full-time position with a starting annual salary range of \$95K - \$105K. Applicant must possess at a minimum a high school diploma or equivalent, minimum Maryland Class 5A Wastewater and Class III Water license or ability to obtain licenses within six months from hire. Must possess a valid MD driver's license, a clean driving record, and be computer literate with the ability to use Microsoft Office Excel and Word programs and IWorq work management software. Must also be physically capable of climbing/descending ladders, lifting a minimum of 50 pounds of weight, able to work in confined spaces. This is full-time, exempt position and an important part of the town's leadership team supervised by the Town Manager. Open and transparent communication is a must. Town offers comprehensive benefits package including health, vision and dental insurance, take home town pickup truck, and state retirement system. Drug screening is required as a condition of employment. Send completed application along with a resume' to hr@chestertown.com or paper hard copies returned to 118 N. Cross Street, Chestertown, MD 21620. Open until filled. **The Town of Chestertown is an Equal Opportunity Employer and provides employment services without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, physical disabilities or any other legally protected status.**

Essential Job Functions

- Manages the day-to-day maintenance of the town's water and wastewater equipment, such as wastewater treatment plants, water wells, water treatment plants, sewer pump stations, and similar.
- Reviews data collected by staff for correctness and utilizes automation technology to make sure preventative maintenance was done correctly, monitors data and documentation of maintenance performed, required by regulations.
- Provides technical expertise directly to staff to improve their ability to make timely and effective decisions related to maintenance of equipment; utilizes training to develop maintenance staff to a level where they understand how to accomplish correct maintenance and analyze malfunctions of equipment, providing proper fixes and solutions.

- Provides significant input for preparing the annual operating and capital improvement budgets for facilities in area of assignment; works with staff to control costs within the approved budgeted amounts.
- Responsible for proper safety protocols and policies, and responsible for safety training of staff.
- Provides recommendations for hiring, promotions, disciplinary actions, and all other personnel matters associated with the staff supervised in area of assignment in accordance with Town and Department Personnel policies and procedures.
- Manages electrical systems related to water and wastewater facilities, making sure proper maintenance is accomplished with minimal interruptions of service, safety in mind, and with minimal damage to environment.
- Monitors/operates the Supervisor Control and Data Acquisition (SCADA) alarm system, interpret results of SCADA information to analyze equipment malfunctions.
- Enforces all safety policies and procedures; goals are to ensure they are understood and followed by staff and visitors, to provide a safe and hazard free workplace, and to eliminate or minimize losses and injuries.
- Manages the preventive and corrective maintenance of environmental facilities to ensure equipment (such as pumps, blowers, mixers, meters, and piping functions correctly with minimal interruptions, and to make sure equipment functions properly to meet State and Federal regulations. Manages spare parts inventory and tools correctly.
- Communicates in a professional manner verbally and in writing; develops clear, concise written documents; speaks clearly, presenting information in a manner understood by the audience, and effectively corresponds with the public and with federal, state, and local regulatory agencies and officials on applicable matters.
- Need to be familiar with proper Operations Protocols and Process to assist with managing Wastewater Treatment Plants, Water Treatment Plants, Water wells, and sewer pump stations. Assignments will be rotated from time to time based on the needs of the Department and to encourage cross training.
- Familiar with Geographic Information system (GIS).
- Completes paperwork and forms related to State and Federal regulations, for water systems and wastewater treatment facilities.
- Performs other related job duties as assigned.
- Assists in review of engineering drawings for wastewater treatment plants, water treatment plants, water wells, and sewer pump stations, and similar.
- Directly reports to the Town Manager and provides professional and technical updates and recommendations to the Chestertown Utilities Commission on a monthly basis.

Job Type: Full-time

Pay: \$95,000.00 - \$105,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Tuition reimbursement
- Vision insurance

Schedule:

- 8 hour shift
- Day shift
- Monday to Friday
- Nights as needed
- On call
- Weekends as needed

Work Location: In person

<https://www.chestertown.gov/human-resources/page/job-openings>