

General Manager



Brunswick Sewer District

Brunswick, Maine



The Board of Trustees of the Brunswick Sewer District has formed a search committee to select the next General Manager. To learn more about this opportunity please contact lblanchette@brunswicksewer.org.

Organization

The Brunswick Sewer District is a quasi-municipal corporation created under Private and Special Law by the Maine State Legislature in 1947 for the purpose “of providing and maintaining, within the territorial limits of the District, a sewer system for the collection, treatment and disposal of sewage...”.

The District owns and operates the public sanitary sewer system within the Town of Brunswick. The Town, not the District, owns and operates the storm water system. Meaning the sanitary sewer system is separate from the storm water system. One of the few separated systems in Maine due to the forward thinking Board of Trustees in the mid-1950s.

The Board and Staff continues its forward thinking and innovative solutions to today’s and tomorrow’s challenges. The organization is staffed with 18 non-union professionals that manage and operate an award winning 3.85 million gallons per day (MGD) secondary level wastewater treatment facility, 76 miles of piping and 20 pumping stations. They also operate and maintain under separate agreements, the facilities of the neighboring Topsham Sewer District, a subsurface wastewater system owned by the Town of Brunswick, and the wastewater pumping stations at the former Brunswick Naval Air Station. Now known as Brunswick Landing.

In 2018, the District completed a \$22 million upgrade to the Treatment, Collection, and Pumping facilities on Pine Tree Drive. This work followed a complete rebuild of the administrative offices in 2012.

The organization is viewed by the employees as being very progressive in its personnel programs and policies. Providing quality employment with a work-life balance and employee benefits considered among the best in the state of Maine. This includes a 10-hour, four-day (M-TH) work week.



GENERAL MANAGER POSITION PROFILE

The current General Manager for the Brunswick Sewer District has held the position for 11 years and has announced his retirement. As such, the Board of Trustees has formed a search committee to find a successor.

The General Manager reports to an appointed Board of Trustees and is responsible for delivering on the Mission, implementing the Vision, and maintaining the commitment to the District's stated Values (Please reference documents at www.brunswicksewer.org/Policy).

The General Manager has full responsible for the entire operation of the utility. Must have the skills and experience to effectively manage executive, administrative, and operational personnel, as well as the financial, legal, and business responsibilities of a modern standard bearing public wastewater utility. With skills in strategic planning, management, regulatory affairs, government, and Board relations. Along with a broad professional, business and/or municipal management background with demonstrated success in leadership.

Minimum requirements are a bachelor's degree in Engineering or Business Administration or related field; with ten (10) or more years of managerial experience with three (3) years of direct supervisory experience or Professional Engineer license.

The Brunswick Sewer District an Equal Opportunity Employer. Salary will be set by the Board of Trustees. The annual salary range is \$96,990 to \$138,819. The district provides a full benefit package including participation in the Maine Public Employees Retirement System's Define Benefit and Defined Contribution Plans.

Key Success Indicators

Strategic Planning: Implementation and updating the existing District Strategic Plan and its stated goals.

Workforce Planning: Establishing and regularly updating a succession plan including the professional development of the existing workforce. Recruit, retain and engage an effective workforce including necessary technology training and ongoing education, good staff relationships and constant communication.

Technology: Evaluation of existing computer system and technology solutions and make recommendations to the trustees as appropriate. Successfully oversee planned technology implementation and ensure appropriate training of workforce in systems.

Infrastructure Evaluation and Planning: Audit of existing aging infrastructure and continuation of development plan to fund necessary capital projects.

Fiduciary: Stewardship and prudent management of financial and human resources.

Process and Operation: Maintain, update, and recommend policy improvements and development of policy as required for the effective management and implementation of Charter requirements and responsibilities. Recommend Charter amendments as appropriate to the mission.

Political and Regulatory: Be current and stay abreast of upcoming regulatory changes, establish practices and protocol to ensure municipal officials are informed and educated as needed. Develop and maintain strong professional relations with customers, regulators, legislative and congressional representatives, and town officials.

External and Internal Relations: Understand the needs and expectations of various constituents, including staff. Manage expectations while maintaining positive rapport. Effectively communicate the positive impact of BSD, and serve as the face of the District. Form collaborative relationships with civic organizations to educate on role of BSD.

PROFESSIONAL EXPERIENCE

The General Manager will have a broad and varied professional, business and/or municipal management background with demonstrated success in leadership. Will be a good listener that continues to build upon the success of the existing leadership and will spend the necessary time to learn about the various constituencies; both municipalities and internal to BSD, and listen to their goals.

The individual will be current in modern leadership practices, technologically adept and have well developed skills in strategic planning, people management, labor relations, regulatory affairs, government, board relations, utilities, conflict resolution, organizational analysis and consensus building. Will recognize the strength of the District's resources and be flexible in confronting challenges.

Requirements:

- Strong business acumen, administration, organizational and financial skills in similar scope/size
- Technical aptitude necessary to manage assets and utility infrastructure
- Experience with board governance, working with trustees and other elected officials
- Excellent communication skills both internally and experience as an external spokesperson
- Political aptitude and experience working with municipalities
- Political savvy — has managed competing interests and customer expectations Has effectively led and managed a team which includes union representation
- Solid understanding and experience working with regulatory environment
- Strong understanding of government operations / legislative process
- Demonstrated ability to effectively manage change

Key Traits and Attributes

- Strategic leader able to articulate a clear vision, is inspirational and persuasive
- Management agility; relates effectively within all levels of the workforce
- Ability to advocate on behalf of the mission, the staff, and promotes the needs of the customers
- Demonstrates integrity and presents with professionalism and a positive outlook
- Promotes best practices — is progressive and forward thinking
- Empathetic — understands the perspective of others and is respectful of differences

Education

Bachelor's degree from an accredited college

Location: Brunswick, Maine

The Brunswick Sewer District campus is located on Pine Tree Road in Brunswick, Maine. Brunswick, the largest Town in Maine, is on the coast, 20 minutes north of Portland; Maine's largest city. Brunswick is home to Bowdoin College, the Brunswick campus of the Southern Maine Community College and the Bath/Brunswick Campus of the University of Maine. It boasts the widest main street in Maine. It is a local transportation hub being served by Interstate 295, the Amtrak Downeaster commuter train, and the Brunswick Executive Airport.

