Midcoast Regional Redevelopment Authority

Position Description

Position Title: **Utilities Manager**
Status: **Full-Time | Non-Exempt**
Reports to: **Facilities Director**

The Midcoast Regional Redevelopment Authority (MRRA) is seeking a skilled and motivated **Utilities Manager** to oversee the operation, maintenance, and planning of utility systems that support the redevelopment and ongoing operations of the former Naval Air Station Brunswick (now **Brunswick Landing**). This position plays a vital role in ensuring safe, reliable, and compliant delivery of domestic water, stormwater, and high-voltage electrical services across the property.

Key Responsibilities

- Manage daily operations of the **domestic water system**, including maintenance, repairs, sampling, regulatory compliance, and documentation.
- Oversee **stormwater system monitoring and compliance**, including **Visual Monitoring Sampling (VMS)** and reporting.
- Perform and oversee operations and preventive maintenance activities for **high-voltage electrical distribution systems**, including system inspections, switching, outage response, and **utility meter reading**.
- Serve as MRRA's primary **Dig Safe** contact, coordinate internal crews, tenants, and contractors to ensure safe excavation practices.
- Maintain accurate utility records, system maps, permits, and regulatory reporting.
- Support infrastructure planning, utility system improvements, and capital project development.
- Review construction plans and coordinate utility service connections with appropriate entities specific to all utilities.
- Use **AutoCAD** and mapping tools to maintain as-built drawings and system mapping.
- Prepare spreadsheets, data tracking, and analysis using **Microsoft Excel**.
- Coordinate and oversee contractors and vendors as needed.
- Respond to emergency utility issues and off-hours operational needs.

Qualifications

Required

- Experience in public utilities, public works, electrical systems, or related technical field.

- Working knowledge of domestic water and stormwater systems.
- Familiarity with high-voltage electrical distribution systems.
- Ability to read utility plans, engineering drawings, and technical reports.
- Strong problem-solving skills and ability to work independently.
- Valid driver's license.

Preferred

- Electrical experience or certification in high-voltage systems.
- Experience managing contractors or supervising technical staff.
- Knowledge of environmental and utility regulatory compliance.
- Proficiency with **AutoCAD** and **Microsoft Excel**.

Physical & Work Environment Requirements

- Combination of office and outdoor field work in varying weather conditions.
- Ability to lift up to 50 lbs., enter confined spaces, and climb ladders when required.
- Ability to respond to urgent situations after hours.

About MRRA:

The Midcoast Regional Redevelopment Authority is a public entity responsible for the redevelopment and management of the former Naval Air Station Brunswick. MRRA supports job creation, property redevelopment, and economic development throughout the midcoast Maine region by managing infrastructure and leasing commercial, industrial, and aviation-related properties.

Equal Opportunity Statement

The Midcoast Regional Redevelopment Authority is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability status, protected veteran status, or any other characteristic protected by law.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.