

SANFORD WATER DISTRICT

Box 650 - River Street
SANFORD, MAINE 04073

DAVID PARENT
Superintendent

Tel. 324-2312
Fax 324-1267

Job Opening

March 2024

Position: Service Coordinator

Benefits: Health and dental insurance, income protection plan, Maine Public Employees Retirement System, paid sick leave and vacation time

Qualifications:

- Strong interpersonal and communications skills.
- Ability to work independently.
- Customer service skills.
- Valid State of Maine Class C drivers license, clean driving record.
- Minimum of a High School Diploma.
- No criminal history.
- Experience working for a Public Water Supply desired.
- Proficient in MS Office and accounting/billing software.

Position Summary: The Service Coordinator is responsible for testing and maintenance of residential and commercial water meters, handling customer service requests and inquiries, and inventory maintenance, as well as assisting with office and other related duties. Responsibilities and duties include:

- Coordinates and schedules service work and associated paperwork.
- Responsible for coordinating meter testing program and associated record keeping.
- Handles requests for service and customer inquiries.
- Records time and material used for jobs.
- Maintains inventory including procurement and recordkeeping.
- Assists with service work when needed.
- Assists with office duties and coverage as needed.
- Executes cash receipts process.
- Maintains and cleans the stockroom and all office areas including bathrooms and lunchroom.

Additional information available by request

Please mail resumes to:
Sanford Water District
PO Box 650
Sanford, ME 04073