



Technical Program Manager Exempt

Position Title: Technical Program Manager

Supervisor: Executive Director

Job Summary

The Technical Program Manager is responsible for overseeing and actively supporting the delivery of federal and state-funded programs that serve rural water districts throughout Maine. This role ensures program goals are met through effective management of budgets, staff capacity, and program deliverables, while also providing direct technical assistance to member districts as needed.

The Technical Program Manager plays a critical role in grant tracking, compliance, and reporting, and serves as a liaison between internal teams, funding agencies, and member districts. This position requires the ability to travel statewide, maintain a flexible schedule to respond to operational needs, and support off-hours or emergency situations as they arise.

Essential Job Functions:

- Provide direct technical assistance and support to rural water districts, including troubleshooting, operational guidance, and on-site support as required.
- Monitor and manage program budgets to ensure efficient use of resources in alignment with federal and state grant requirements.
- Track program deliverables and timelines, ensuring compliance with grant obligations and internal goals.
- Coordinate staff assignments to meet program needs and adjust resource allocation as necessary.
- Develop and maintain tracking systems for grant reporting, including financial, operational, and performance data.
- Prepare and submit required reports to funding agencies in a timely and accurate manner.
- Work collaboratively with internal departments to ensure smooth program operations and communication.
- Maintain knowledge of relevant federal and state program requirements and regulatory changes.
- Provide regular updates to leadership on program status, risks, and resource needs.
- Support the development of grant applications and funding proposals as needed.
- Travel throughout the state of Maine to support program delivery and member district needs.
- Respond to emergency situations or off-hours operational needs as required.
- Perform all other duties as assigned.

Education/Qualifications:

- Associate's degree or higher in Environmental Science, Water/Wastewater Technology, Engineering, or a related field preferred; Equivalent combination of education, training,

and relevant work experience will be considered

- Valid drivers license.
- Minimum of a Class II Water Operator license required.
- Class II Wastewater License preferred.

Job Related Experience:

- Minimum of five (5) years of relevant experience in program management, grant management, or utility operations.
- Experience in water and wastewater systems, operations, or technical support required.
- Experience working with federal and/or state grant-funded programs is preferred.

Skills and Abilities:

- Strong knowledge of budgeting, forecasting expenditures, and ensuring financial compliance with grant and funding requirements.
- Ability to plan, organize, and manage multiple programs and timelines while maintaining accuracy and attention to detail.
- Strong technical knowledge of water and wastewater systems, with the ability to provide practical guidance and support.
- Excellent communication and interpersonal skills, with the ability to work effectively with a variety of stakeholders.
- Strong project management skills with the ability to handle multiple priorities.
- Ability to analyze complex information and data to assess program performance and recommend adjustments.
- Ability to work independently and as part of a team.
- Strong time management and organizational skills.
- Capacity to adjust to changing priorities, unexpected challenges, and evolving industry trends.
- Willingness and ability to travel regularly and maintain a flexible schedule.
- Proficiency with Microsoft Office and other project or grant management tools.

Physical Abilities and Environmental

Extended workdays may be required to accomplish tasks and meet workload demands during peak periods. Requires extended periods of walking or standing, computer keying, working at a desk, and viewing spreadsheets and other written material. Ability to stand, walk, as well as talk, see and hear. There is also the potential for kneeling and lifting of objects up to 50 lbs.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.