

Tri-State Staffing Contract Position
Aquaculture Inspections Office Technician Contractor
Maine Department of Marine Resources
Job Announcement
\$18.00 hourly
AUGUST-DECEMBER 2025

The Department of Marine Resources (DMR) Aquaculture Compliance Program annually inspects all aquaculture sites along the coast of Maine. This position would be assisting in office-related tasks to the field team. This position can expect to work in the Boothbay Harbor offices or telework from home.

JOB DESCRIPTION: Tri-State Staffing is seeking to fill one part to full-time seasonal position from approximately August to December to write compliance reports and assist in fieldwork planning that will contract at the Maine Department of Marine Resources. Start and end dates are flexible. Hours worked weekly can vary between 25-40 hours. This seasonal staff position will be based out of the Boothbay Harbor facility, but telework from home is likely. Work will be conducted Monday through Friday with flexible hours.

Specific duties include:

- Using GIS to generate figures and measure points
- Assist in authoring compliance reports
- Generating pre-fieldwork documents for the fieldwork team

Required:

- A valid driver's license
- Must be detail oriented, organized, and have a positive attitude
- Desire to take physical field observations and convert them to a clear, accessible report

Knowledge/Skills/Abilities Preferred

- General understanding of aquaculture in Maine
- GIS skills

APPLICATION PROCEDURE: Please submit your resume, cover letter stating your start/end availability, and two references to Vicki Loubier at Tri-State Staffing, recruiter@tristatestaffing.com with "Aquaculture Inspections Contractor" in the subject line. Posting open until filled.

If you have any questions regarding the position, please contact Chloe Kilborn at the Department of Marine Resources at chloe.r.kilborn@maine.gov or 207-350-7817.