

# CITY OF EAST PROVIDENCE



## **ASSISTANT WATER SUPERINTENDENT** **EPPMTEA UNION AFFILIATION** Salary Commensurate with Experience

Under administrative direction from the Water Utilities Superintendent, this is a high-level management position within the Department of Public Works, Water Utilities Division. The Assistant Superintendent shall assist the Water Superintendent in all aspects of the Division operations including, but not limited to, the direction, coordination and administration of all activities of the Water Utilities Division and its personnel. Either directly or through staff oversees the assessment and construction of new water main, services and other appurtenances; the installation, reading and billing of all water meters; the administration of cross connection control and backflow prevention programs; the preventative maintenance program for all division equipment, pumping programs and pumping stations; management of the Turner Reservoir watershed and maintenance of the Public Fire Protection System. Interacts with regulatory agencies such as the Rhode Island Department of Health, Rhode Island Water Resources Board, and Rhode Island Department of Environmental Management. Performs related work as required.

### **DUTIES & RESPONSIBILITIES:**

- Shall assist and/or directly plan, assign and direct the work efforts of division employees in the maintenance and improvement of the water system transmission and distribution lines, pumping stations, storage facilities and meter installation, reading, billing and repair.
- Makes technical assessments and decisions based on engineering principles and/or established water supply guidelines, standards and regulations regarding hydraulic calculations, interpretation of analytical test results and construction practices.
- Prepares and administers the Division's operations and capital budgets, drafts specifications, purchase equipment and material, and approves payments.
- Administers customer service program directly and/or through staff. Coordinates water billing when necessary.
- Administers City cross connection control and backflow prevention programs.
- Prepares reports and studies as required.
- Directs the installation and maintenance of all City fire hydrants.

### **OTHER DUTIES:**

- Good communication skills, both oral and written.
- Ability to instruct others and to plan, assign and supervise the work of subordinates.
- Ability to maintain accurate records.
- Ability to prepare and present written reports.

**DESIRABLE ABILITIES, KNOWLEDGE AND SKILLS:**

- Must possess good oral and written communication skills and the ability to plan and supervise the work of division employees, coworkers, public and regulatory agencies.
- Knowledge of the principles, procedures and methods of water supply management and public works construction.
- Knowledge of relevant federal and state drinking water quality regulations.
- Ability to prepare, and supervise the preparation of reports, budget recommendations and construction projects.
- Must possess computer skills with demonstrated competency in Microsoft Word and Excel and the ability to utilize other software packages in managing the water system.

**MINIMUM QUALIFICATIONS REQUIRED FOR APPOINTMENT:**

Graduation from a four-year college or university with a Bachelor of Science Degree in Civil or Environmental Engineering including coursework in hydraulics or related experience. Five or more years of experience in a managerial capacity in a public or private Class IV water system preferred.

Preference given to candidates holding the following licenses:

- State of Rhode Island Water System Operator Certification Transmission and Distribution 4 and Treatment 1 license
- Backflow Prevention Assembly Testing Certification and Cross Connection Control Surveyor Certification (NEWWA or equal)

All candidates must obtain and maintain these licenses within (12) twelve months of employment. Licenses must be kept current as a condition of employment. Must be available for extensive overtime during all types of emergency situations as a condition of employment. Must present a clean and professional appearance/attitude. Must be able to communicate effectively and professionally with customers. Must possess a valid driver's license. Any other equivalent combination of education, experience and training necessary to meet the desired knowledge, skills, and abilities of this position.

**EXAMINATION WEIGHT**

100% Oral

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&ccId=19000101_000001&type=JS&lang=en_US)



At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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