

**CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY
Union EPPMTEA**



**ASSISTANT WATER SUPERINTENDENT
Pay grade 47 T (\$77,986 - \$90,787)**

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 mains, services and other appurtenances; the installation, reading and billing of all water meters; the administration of cross connection control and back flow 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 RI Dept. of Health, RI Water Resources Board, and RI Dept. of Environmental Management. Performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK

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 Divisions operations and capital budgets, drafts specifications, purchases equipment and materials 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. Manages Turner Reservoir watershed area. Directs the installation and maintenance of all City fire hydrants.

DESIRABLE ABILITIES, KNOWLEDGES AND SKILLS

Must possess good oral and written communication skills and the ability to plan and supervise the work of division employees, co-workers, 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

Graduation from a four year college or university with a Bachelor of Science Degree in Civil or Environmental Engineering including coursework in hydraulics. Five or more years' experience in a managerial capacity in a public or private water system preferred. Possession of a RI Grade IV Distribution and Grade 1 Treatment Certifications or reciprocity or the ability to obtain them within one year from the date of hire required. 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 submit an application and resume to City of East Providence, Human Resources Dept., 145 Taunton Avenue, East Providence, RI 02914, or email to hr@cityofeastprov.com. , ***no later than Tuesday, September 17, 2019, by 4:00 PM*** No phone calls please. Only those applicants being considered will be contacted.

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, gender, religion, age, or sexual orientation, or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER