



City of Newport, Rhode Island

C A R E E R O P P O R T U N I T Y

Position Title:	SUPERVISOR OF WATER DISTRIBUTION/COLLECTION
Posting Date:	Monday, March 15, 2010
Closing Date:	Until filled
Department:	Utilities
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Responsible for the safe and reliable delivery of water to Aquidneck Island residents. • Plans, schedules and coordinates work operations to meet deadlines; assigns workload & supervises workforce. • Directs and coordinates the Newport Utilities Department in maintenance of watersheds, water impoundment, collection, transmission and distribution facilities, supplies and equipment. • Assures that appropriate actions are taken in accordance with City policy and City, State and Federal laws to protect watersheds and supplies from intrusions that may result in the contamination of water supplies. • Oversees and develops specifications for construction projects. • Interviews and assists in the selection of division staff. • Establishes, maintains and implements preventative maintenance for the Department. • Maintains a Grade 4 State D.O.H. Water Distribution License and current knowledge of the water treatment industry through attendance at conferences, seminars and through review of trade literature. • Assists in the completion of department reports as required. • Reviews and comments on proposed property developments as required.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Graduate of a two year college with an Associate's degree in the physical or biological sciences or equivalent field of study. • Minimum of five to seven (5-7) years work experience as an operator at a class 3D (or higher) drinking water supply distribution facility. • Thorough knowledge and understanding of water distribution and collection systems, raw water supplies, pump stations and related equipment. • Thorough knowledge of public water drinking laws and regulations. • Working knowledge of automated monitoring systems (i.e. SCADA). • Ability to meet and deal with the public effectively and appropriately; strong interpersonal skills.

TURN OVER FOR ADDITIONAL INFORMATION

Minimum Entrance Qualifications (continued):	<ul style="list-style-type: none"> • Ability to handle problems and emergencies effectively. • Ability to communicate clearly, both orally and in writing. • Ability to operate a computer and to maintain confidential information. • Ability to maintain, manage, and organize records. • Ability to deal appropriately with City employees, City officials and the members of the general.
Licenses/Certifications:	<ul style="list-style-type: none"> • Must have a valid motor vehicle operator's license. • Grade (4) Rhode Island Water Distribution License issued by the RI Department of Health
Pay and Hours Per Week NEARI Grade: N05 Minimum Salary: \$51,575.00 Maximum Salary: \$69,312.00 Hours per week: 40	<p style="text-align: center;">Submit resume and/or completed application to: Michael J. Coury, HR Administrator Office of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840</p>

An Equal Opportunity and Affirmative Action Employer

APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.

www.cityofnewport.com

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