



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

DONALD R. GREBIEN  
MAYOR

DON ZIMMERMAN  
DIRECTOR OF HUMAN RESOURCES

### INTERNAL/EXTERNAL JOB POSTING

The City of Pawtucket is posting the following vacancy in Local 251 TEAMSTERS:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Water Supply Board	Engineering	Water Engineering Manager	15W – \$1,233.14 - \$1,426.71

**Minimum Requirements:** (Candidates must meet minimum qualifications as stated in job description.)

- B.S. Science Degree in Water Supply, Sanitary, Civil or Environmental Engineering;
- Minimum eight (8) years experience working for water utility or consultant engineer with focus on water supply;
- Valid Drivers License;
- Class D4 RIDOH Distribution License or the ability to obtain within two (2) years; and
- RI Engineers in Training (EIT) Certificate or ability to obtain within one (1) year.

You must have the minimum requirements to apply for this position.

**External applicants:** Please complete a City of Pawtucket Employment Application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under employment opportunities. Please send the fully executed application, along with a copy of your resume and your diploma to [claird@pawtucketri.com](mailto:claird@pawtucketri.com).

Job Specifications are posted in the Personnel Division for your review.

**Internal Applicants:** Application Period- December 23, 2016- January 4, 2017  
**External Applicants:** Application Period- December 23, 2016- Until filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.



# CITY OF PAWTUCKET

## Job Description

**Job Title:** WATER ENGINEERING MANAGER  
**Department:** PAWTUCKET WATER SUPPLY BOARD  
**Reports To:** CHIEF ENGINEER  
**Pay Classification:** W-15  
**Affiliation:** Teamsters, Local 251  
**Prepared By:** AG/sr/JDeCelles  
**Prepared Date:** JULY 2000/UPDATED July 2015  
**Approved By:**  
**Approved Date:**

### **SUMMARY**

Performs a senior management position within the PWSB and involves technical and supervisory work in the Engineering Division and is responsible for the efficient operation of that Division. Is responsible for performing technical work for water supply projects under the supervision of the Assistant Chief Engineer and the Chief Engineer. The work involves the application of engineering programs both in the office and in the field. Performs in a 40 hr. per week position and work involves all engineering functions involved with water supply. Interacts with all other Divisions of the PWSB and several of the Departments of the Cities of Pawtucket and Central Falls and the Town of Cumberland. Plans, schedules and oversees the operational and maintenance activities of the Engineering Division. This position supervises the processing of all applications for new services, sizing of new and existing meters, sizing of new and existing services, performs field inspections of the installation of new services and performs field inspections of the proposed changes to existing services. Responsible for the application and enforcement of the PWSB standards in all matters, and for responding to emergency situations. Works under the direct supervision of the Assistant Chief Engineer and Chief Engineer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Includes the following. Other duties may be assigned.

Supervising the personnel of the Engineering Division to promote efficiency, accuracy and dependable work performance

Exhibiting proficiency and familiarity with the operation of an engineering and business office

Accepting, reviewing and completing applications for all types of existing, new and temporary water services, setting up new accounts and issuing applicable permits.

Reviews plans, specifications and construction methods to be used on installation of main extensions, new fire and water services and providing detailed layout plans/diagrams as required from public agencies, private developers, public utilities, etc. Ensures that these submitted plans and specifications comply with any and all applicable state and local laws and regulations and PWSB, rules, standards and regulations.

Strong familiarity with American Water Works Association Standards, Rhode Island Department of Health, Division of Drinking Water Quality Rules and Regulations for Public Water Systems and Recommended Standards for Water Works (Ten States Design Standards)

Assigning Department field staff for inspection during construction to insure compliance with the approved project

Researching and preparing plans and specifications for various PWSB capital improvement, construction, maintenance projects and annual contracts

Preparing cost estimates for these various projects and reviewing competitive bids for recommendation of award

Providing project management and assigning field inspection for general contractors and their sub-contractors during construction of capital improvement projects to ensure compliance with the plans and specifications

Preparing construction work change orders, contracting amendments, monthly pay estimates and insuring their accuracy

Preparing bid solicitations consistent with City Purchasing policy and specifications for equipment and materials to be purchased by competitive bid process

Providing assistance to office staff in preparing construction work change orders

Assisting in responding to customer calls and complaints

Providing system records and/or maps upon requests and direct interaction with PWSB customers

Maintaining and updating conventional and computer generated system maps, records and databases

Operating a large variety of complex machines directly related to water supply engineering work such as metal detectors, pipeline locators, leak detection equipment, plotters, photo copiers, etc.

Exhibiting a thorough knowledge of and ability to operate a Windows based operating system personal computer, including various hardware and software components such as Microsoft Office

Exhibiting a thorough knowledge of and ability to operate a computer aided drafting system, including AutoCAD Map and ArcGIS, hydraulic computer modeling software and other related software systems

Plans, supervises, organizes, coordinates and participates in the ongoing development and implementation of the PWSB's ESRI based geographic based information system (GIS)

Supervises staff and directs and oversees the work effort of the PWSB GIS/CAD Coordinator and participates in the long-term development and enhancement of GIS information technology to meet PWSB mapping, end user databases and asset management.

Digitizing and integrating the PWSB's distribution system on a computer aided drafting system

Preparing the annual operating budget for Engineering Division

Developing information and writing reports

Making personnel recommendations to the Chief Engineer

Performing other duties as required

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Bachelor of Science Degree in Water Supply, Sanitary, Civil or Environmental Engineering. A minimum of eight years' experience working for a public water utility or a consultant engineer whose primary focus is water supply. Must have the ability to make engineering computations, cost estimates, prepare engineering plans and specifications. Must have the ability to schedule and supervise the work of both technical and non-technical subordinates. Must have a thorough knowledge of the Federal Safe Drinking Water Act and applicable Regulations. Must have planning and organizational capabilities that promote full performance and high morale. Must have a thorough knowledge of Water Supply, Sanitary, Civil, Environmental or Construction engineering principles and practices as related to public waterworks operation, maintenance and construction. Must have a thorough knowledge of engineering, mechanics, materials, hydraulics and structures as applied to the design and construction of water supply treatment and distribution facilities and appurtenances.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, software manuals. Ability to deal with and respond to common inquiries or complaints from public, regulatory agencies, or members of the business community; ability to establish effective working relationships with subordinate staff; ability to communicate effectively, both orally and in writing; ability to read, write, understand, and communicate in English sufficiently to perform the essential duties of the position; initiative; good judgment; tact; accuracy; resourcefulness.

### **MATHEMATICAL SKILLS**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis. Must have a thorough knowledge of engineering mathematics.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Must be able to interpret PWSB Rules and Regulations; Tariff Schedule, AWWA and Health Department Regulations as well as various Service Application forms of the PWSB and provide guidance and decision consistent with the policy outlined in these documents.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Drivers' License

Class D4 RIDOH Distribution License or ability to obtain within two years of employment

RI Engineer in Training (EIT) Certificate or ability to obtain within one year of employment

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 50 pounds.

## **WORK ENVIRONMENT**

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.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical equipment and outside weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually quite to moderate.