

CITY OF EAST PROVIDENCE



OPERATIONS MANAGER

(Water Utilities)

Pay Grade 44T / EPPMTEA Union

\$71,976.20 - \$84,314.31

Under supervision of the Superintendent & Assistant Superintendent of the Water Utilities Division oversees all aspects of day to day water system operations including facility maintenance; SCADA systems; construction, repair, and maintenance of water system infrastructure including but not limited to mains, services, hydrants, and blowoffs; inspections; fire flow tests; division programs including but not limited to meter and backflow maintenance flushing and valve exercising, leak detection; preventative maintenance, and safety; and other water system operational needs as required. Manages water works material inventories. Performs plan and permit reviews as required.

DUTIES & RESPONSIBILITIES:

- Manages day to day operations of the Water Utilities Division
- Directly supervises Labor Supervisors and Meter & Backflow Program Supervisors
- Reports directly to the Superintendent & Assistant Superintendent
- Prepares reports as required
- Assists in Division planning and budgeting
- Oversees water division programs including but not limited to flushing, valve exercising, metering, backflow and others as directed
- Manages maintenance of water utility facilities
- Directly coordinates with contractors, service providers, and other utilities
- Available for emergencies and work outside normal working hours including being on-call

DESIRABLE ABILITIES, KNOWLEDGE AND SKILLS:

- Ability to interact with other City Departments & regulatory agencies
- Proficient computer skills
- Excellent written & oral communication & coordination skills

MINIMUM QUALIFICATIONS REQUIRED FOR APPOINTMENT:

Graduate from a standard high school. Associate degree or post-secondary education preferred. Minimum of seven years' experience within water utility. Documented experience in a supervisory role within a water utility required. Essential functions include leading and managing; planning, prioritization and assignment of work; administration of training and development programs water utility division staff; ability to address & solve complex problems; accountability; and reliability. One to three years demonstrated experience utilizing computers. Must obtain

within (12) twelve months of employment and maintain State of Rhode Island Water System Operator Certification Transmission and Distribution 4 and Treatment 1. Must obtain within (12) twelve months of employment and maintain a Backflow Prevention Assembly Testing Certification and Cross Connection Control Surveyor Certification (NEWWA or equal). Must present a clean and profession appearance/attitude. Must be able to communicate effectively and professionally.

EXAMINATION WEIGHT

100% Oral

Please apply in ADP.

https://workforcenow.adp.com/jobs/apply/posting.html?client=EastProvRI&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