

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.

23-284-1

Title of Position:

Assistant Superintendent
This position exists in the Warwick Sewer Authority

Salary Range:

\$79,400 - \$92,200

Date Posted:

October 12, 2023

Deadline for Applying:

OPEN UNTIL FILLED

Remarks:

This is a Classified/Exempt Position
Examination Weight: 100% Education & Experience

Statement of Duties:

Under the general supervision of the Executive Director and Superintendent is responsible for assisting in the operation and maintenance of the entire wastewater treatment facility, including all plant functions, pumping stations, collection systems and personnel in accordance with approved policies by performing the following duties:

- Responsible for the Warwick Sewer Authority (WSA) to meet or exceed the Rhode Island Pollution Discharge Elimination System (RIPDES) permit requirements and to maintain environmental compliance by performing best industry practices.
- Works with Superintendent and other essential WSA staff to prepare and submit monthly RIPDES Net DMR reports and other RIPDES regulatory reports as required.
- Assists Superintendent with the preparation and submittal of the following annual reports: Air Quality submission, Bio-solids, and Tier II.
- Assists the Superintendent with the preparation of Sanitary Sewer Overflow reports.
- Coordinates daily activities of plant operators, mechanics and laboratory personnel.
- Reviews all process data and provides information and updates to the regulating authorities as necessary.
- Develops standard operating procedures, conducts training sessions and safety meetings, and directs the WSA safety program.
- Collaborates with Superintendent and WSA Operations, Maintenance, and Collections staff to develop project priority list and puts together bid specifications for projects. Works with engineers and contractors to complete projects. Oversees the project from start to finish.
- Assists the Superintendent with managing the current budget, and calculates costs to make projections for budgets in outlying years.
- Trains and assists in training personnel in Confined Space Entry, Lockout Tag Out, Hot Permits.
- Coordinates daily process control changes, makes necessary adjustments to maintain compliance with permit requirements.
- Ensures that all equipment is being adequately maintained and that the computerized maintenance program is kept updated.
- Researches prices, prepares bid specifications, and generates purchase requisitions as necessary to assist with the procurement of equipment and supplies.
- Reviews all daily process data kept on SCADA system, including alarm summaries, equipment status reports, chemical usage trends, and pump station flowrates.
- Operates and maintains the WSA Enterprise Asset Management (EAM) program. Monitors work flow in the EAM program to ensure projects stay on target.
- Provides on-call services to respond to alarms, and coordinates emergency responses.
- Attends Board and Finance meetings as needed.
- Performs other duties as required.

Education & Experience:

Bachelor of arts or science in environmental science, biology, chemistry, or a related field, and a minimum of three years of experience as a supervisor in a wastewater treatment plant with experience in computer automation, analyzing process data and preparing reports for regulators and other constituencies; or a combination of substantially equivalent education and experience. Candidates should understand electrical controls and process instrumentation.

Special Note:

Must possess and maintain a Grade IV Rhode Island Operator's License as a condition of employment.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>