

**DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT/PROMOTIONAL OPPORTUNITY

Vacancy No. 289-4

Title of Position Collections System Project Manager

Vacancy exists in the Warwick Sewer Authority

Salary Range \$59,047 - \$80,970 Annually

Date Posted October 15, 2020

Deadline for Applying October 28, 2020

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

Statement of Duties

Working under the general direction of the Superintendent and Assistant Superintendent, the Collections System Project Manager will be responsible for the implementation of the CMOM program in the field. Will directly field manage PM Flushing and operate the video inspection vehicle. Also, responsible to provide field inspections of commercial property service connections and perform resident inspector duties of capital infrastructure projects of the collection system. Duties include; Directing and managing preventative maintenance program(s) for the sewer collection system including video inspections, routine flushing, root removal, and identification of collection system issues before they become problems; Establishing yearly goals and monitoring performance; Responsible for the delegation, and if necessary, operation of the Video Inspection Vehicle related to the Collection system; Responsible for properly managing PM and corrective flushing activities; Responsible for coordinating with other utilities such as National Grid, Warwick and Kent County Water; Assisting Superintendent with planning and implementation of a capital improvement program for collection system repairs and replacements; Overseeing Capital Infrastructure Projects and works with Engineers and Contractors; Assisting Superintendent with developing an annual budget for collection system maintenance, including estimates for use of outside contractors for maintenance and repair work; Assisting Superintendent with implementing an Infiltration/Inflow elimination program for the sewer collection system; Supervising all WSA responses to sewer blockages and sanitary sewer overflows (SSO's); Coordinating responses of various WSA personnel; Notifying the appropriate regulatory agencies of any SSOs; Completing all necessary reports and documentation; Coordinating insurance claims if necessary; Establishing and maintaining system for tracking all collection system complaints, including blockages and odors, along with the causes of the problems and response times; Responsible for collection system data and documentation quality, including block-up reports, permits and service connection cards, sewer maps, GPS data and other information maintained in collection system databases; Preparing monthly and annual reports on collection system activities as required for Executive Director and regulatory agencies; Assisting with public relations as it relates to sewer back-up claims and damages related to sewer collection system problems; Participating in WSA Safety Committee with respect to collection system safety issues; Ensuring close coordination and cooperation with sewer system inspectors, facility operations and maintenance personnel, and staff from the Pretreatment Program; Performing Plan Reviews for developers; Required to be on-call for emergencies including mark outs; and any other related duties assigned by Superintendents.

Special Remarks

Grade IV wastewater collection system operator certification required, or obtain within one year of selection. Applicants will also be subject to a background criminal check prior to employment. Negative findings may prevent applicant from being considered.

Education & Experience

Associates Degree or equivalent from a two-year college or technical school and two years related experience and/or training; or equivalent combination of education and experience.

T.D.D.: 739-9150

Telecommunications for the Deaf

The City of Warwick is an Equal Opportunity Employer

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