

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No. 22-224-1

Title of Position: Superintendent
This position exists in the Warwick Sewer Authority

Salary Range: \$95,000 - \$105,000

Date Posted: August 12, 2022

Deadline for Applying: OPEN UNTIL FILLED

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

Statement of Duties: Works under the general direction of the Executive Director of the Warwick Sewer Authority (WSA) and is responsible for the operations and maintenance of the wastewater treatment facility, including all plant functions, pumping stations, collection systems, industrial pretreatment and staff. This position is responsible for ensuring the WSA remains environmentally compliant with all Federal and State regulations, and its Rhode Island Pollutant Discharge Elimination System (RIPDES) Permit. Duties include:

- Plans, organizes, directs and inspects or reviews the work of staff performing the full range of Operations and Collections functions, on site and in the field.
- Attends all WSA Board Meetings.
- Attends City Council meetings when required.
- Manages the daily functions and operations of the Collections Division.
- Gathers and collates data and prepares detailed descriptions of scope and complexity of work necessary to create requests for proposals and solicit bids for services and equipment vital to the operation of the Treatment Facility.
- Utilizes the asset management system to develop reports and build an accurate and usable database.
- Leads and directs projects to ensure they are completed on time and on budget.
- Examines operational costs and the Capital Improvement Plan (CIP) to ensure spending is confined to budgetary allocations, and to prepare for outlying years.
- Delegates assignments and reviews work performance of Operations and Maintenance employees.
- Communicates clearly and effectively with boards, elected officials, regulatory bodies, and citizens to cultivate and maintain effective working relationships.
- Tours the plant and pumping stations to analyze and evaluate operations and maintenance functions, and initiate new or improved practices.
- Coordinates data and prepares or reviews all operational correspondence.
- Authorizes purchases.
- Provides reports or general information on the facility to the WSA Board and other City departments when requested.
- Processes control calculations and directs process changes.
- Prepares and reviews reports to DEM and EPA including the monthly Internet Discharge Monitoring Report (NetDMR).
- Examines building plans and schematics. Coordinates staff meetings.
- Establishes with the Executive Director, short and long-range objectives, and reviews works progress of each division to meet objectives.
- Provides 24/7 on-call services or arranges for Responsible Charge to ensure constant coverage.
- Performs other duties as required or assigned.

Education & Experience: Bachelor of arts or science in engineering, environmental science, administration or a related field, and at least five years related experience in a position responsible for management and supervision in a wastewater treatment plant; or a combination of substantially equivalent education and experience.

Special Note: Must possess and maintain a Grade IV Rhode Island Operator's license as a condition of employment; and must possess a state issued driver's license.

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>