

DEPARTMENT HEADS AND DIVISION CHIEFS

PLEASE POST ON YOUR BULLETIN BOARDS

EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No. 23-305-1

Title of Position: Water Project Supervisor
Vacancy Exists in the Water Department

Salary Range: \$39,560 - \$53,879 per year

Date Posted: November 1, 2023

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Exempt Salary Position.
Examination Weights: 100% Education & Experience

JOB SUMMARY: Provides direct assistance to the Division Chief and management staff in coordinating new and existing projects. This job is responsible for coordinating and building the necessary database for submission of annual fiscal and state regulatory reports.

DUTIES AND RESPONSIBILITIES

- Ability to work independently on assigned projects with specific deadlines.
- Preparation of required requests for qualifications and/or bid documents.
- Coordinate and manage annual water testing programs as require by the Rhode Island Department of Health.
- Assist the Division Chief and Business Manager/Financial Analyst with specific projects as required to meet deadlines.
- Respond to customer concerns including billing issues and water quality complaints via email and/or telephone.
- Responsible for divisional requisitions and purchase orders including preparation of necessary documents for approval and payment.
- Manage and Maintain programs such as cross connections control, meter testing, leak detection, and coordinate the preparation and submission of requisitions and purchasing documents.
- Performs necessary administrative duties as required by management staff such as assisting with quarterly billing cycles, collections functions, and year end fiscal reports.
- Ability to answer non-technical questions posed by the public.
- Performs various duties within the office as directed by the management staff.
- Performs related work as required by the Chief of Water and the Public Works Director.
- Create, where applicable, and maintain filing system or otherwise that tracks purchases and drawdown amounts.
- Must be computer proficient with common business software including, but not limited to MS Word, Office and Excel.
- Must learn and utilize the utility billing system (MUNIS).

Education & Experience: Associates degree or any equivalent of education and experience. Work experience in MS Excel, Word and ability to learn MUNIS utility billing system.

SPECIAL NOTE: Applicants will be subject to a background criminal check prior to 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>