

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 23-320-4

Title of Position: Water Technician & Draftsperson
Vacancy exists in the Water Department

Salary Range: \$24.97 - \$31.86 per hour / 35 hours per week

Date Posted: November 16, 2023

Deadline for Applying: December 4, 2023

Remarks: This is a Classified/Bargaining Unit Position.
Examination Weight: 60% Written / 40% Oral

Statement of Duties: Under the general supervision of the Chief of Water, performs drafting work related to the needs of the Water Division utilizing AutoCAD. Duties include:

- Works with Water Program Manager and Field Supervisor to produce and maintain Water Main, Hydrant, and Valve maps where necessary and to make changes and revisions to existing Base map and Lefax drawings to ensure all are current. This includes updating hard copy binder sets and MS Access databases used on laptops and tablets.
- Routinely communicates with contractors, engineers, and field personnel regarding As-built drawings, curb stop information, or other related documents.
- Catalogs, stores, maintains and retrieves drawings necessary to Water Division and contracted work.
- Creates and revises Curb Stop location cards, both digital and hard copy formats.
- Provides technical assistance to the Division Chief, Water Program Manager, and Field Supervisor on a daily basis using AutoCAD and various MS Office programs.
- Performs document control duties including ordering of maps on a yearly basis, ensuring all documents are backed up and current, and notifying the Fire Department of hydrant status. This will also include distribution of maps and maintenance of history files.
- Must be able to use computers and have a strong working knowledge of various MS Office programs such as Word and Excel.
- Operates GIS mapping software to update and save maps.
- Assists with accurate and timely updates of the backflow and cross connection program database.
- Assists with verification of As-built drawings through on-site surveys as required.
- Performs related work as required.

Education & Experience: Graduation from a technical school or an associate degree in a related field, and a minimum of two years of experience with responsibility for drafting, mapping or performing related duties; or a combination of substantially equivalent education and experience. Candidates must have working knowledge of AutoCAD or similar drafting software, and Microsoft Office Suite or similar software used for spreadsheets, word processing and scheduling.

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.

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

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER