



# City of Newport, Rhode Island

## C A R E E R O P P O R T U N I T Y

<b>Position Title:</b>	<b>DISTRIBUTION/COLLECTION FOREMAN</b>
<b>Posting Date:</b>	Monday, February 6, 2012
<b>Closing Date:</b>	Friday, February 24, 2012 <b>(EXTENDED)</b>
<b>Department:</b>	Utilities
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Performs skilled tradesman level work in the major and minor plumbing and pipe fitting repairs of various kinds of water lines and pumps.</li> <li>• Plans, schedules, and directs work projects; inspects, diagnoses, and repairs mechanical defects in the Collection and/or Distribution systems of the Utilities department.</li> <li>• Maintains records of work orders, repairs, completed or in progress, and the hours worked; works in field and in shop as assigned and/or as needed.</li> <li>• Installs taps and connections and repairs water mains and hydrants; responds to emergency calls; provides immediate notification to persons involved when a hazardous situation exists.</li> <li>• Inspects Collection and/or Distribution systems for deficiencies such as leaks or poor pressure; makes diagrams of each new service installation indicating exact locations; assists in the repair of water main breaks.</li> <li>• Inspects the work of contractors working near water lines; maintains detailed &amp; accurate records regarding department activities.</li> <li>• Operates &amp; performs maintenance on equipment, valves, &amp; pumps.</li> <li>• Inspects reservoirs for leaks and damage to retaining dams and spillways; makes repairs to stone rip-rap and earth works of dams; takes water level readings of reservoirs and regulates flow of water from reservoir to reservoir so as to insure proper distribution of collected water.</li> <li>• Maintains property owned by the Water Division for water supply reservoirs and watershed protection.</li> <li>• Performs maintenance on clear wells, coagulation and settling basins at treatment plants.</li> <li>• Performs maintenance on sand filters, carbon filters and cleaning media with caustic soda.</li> <li>• Maintains and repairs collection piping system including screen chambers, intakes and gate valves.</li> </ul>
<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• Position requires a High School Diploma or equivalent and at least (3) years experience in water main construction and or maintenance; and related training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.</li> <li>• Thorough knowledge of drinking water supply, transmission. and distribution system operations and methods; knowledge of operational practices, tools and equipment used in the inspection</li> </ul>

TURN OVER FOR ADDITIONAL INFORMATION

<p><b>Minimum Entrance Qualifications (continued):</b></p>	<p>and installation of Backflow devices, water meters and hydrants as well as testing procedures; knowledge of the safe and efficient operation of department equipment, hand tools and machinery.</p> <ul style="list-style-type: none"> <li>• Ability to understand blueprints, drawing and specifications; interact appropriately with the public and governmental agencies and contractors.</li> <li>• Ability to accurately inspect work, keep accurate records, and plan, assign, train and supervise the work of employees.</li> <li>• Ability to follow written and oral instructions and to work in dangerous confined spaces.</li> <li>• Ability to operate the tools and make minor adjustments on the equipment used in the Utilities Department.</li> <li>• Ability to operate water pumps and related equipment.</li> </ul>
<p><b>Licenses/Certifications:</b></p>	<ul style="list-style-type: none"> <li>• Valid RIDOH Grade 3 D Public Water Supply Transmission &amp; Distribution Operators License.</li> <li>• Possession of a Grade 4 D Public Water Supply Transmission &amp; Distribution Operators License preferred.</li> <li>• Possess and maintain a valid driver's license; CDL preferred or ability to obtain within one year.</li> </ul>
<p><b>Pay and Hours Per Week</b>  AFSCME Grade: UT5  Min. Salary: \$41,400.00  Max. Salary: \$49,434.00  Hours per week: 40</p>	<p style="text-align: center;"><b>Submit resume and/or completed application to:</b>  Michael J. Coury, HR Administrator  Office of Human Resources  City Hall – 43 Broadway  Newport, Rhode Island 02840</p>
<p style="text-align: center;"><b><i>An Equal Opportunity and Affirmative Action Employer</i></b></p> <p style="text-align: center;">APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p style="text-align: center;"><b><i>www.cityofnewport.com</i></b>  <b><i>Tel: (401) 845-5444</i></b>  <b><i>Fax (401) 845-9364</i></b></p>	