UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Manager, Water System

DIVISION: Administration and Finance (Facilities Services/Utilities)

REPORTS TO: Utilities Engineer

GRADE: 12

SUPERVISES: Employees and contractors as required to maintain the system

BASIC FUNCTION:

Manage, operate and maintain the University of Rhode Island’s Water System, including adherence to all water quality testing and reporting requirements required by the RI Department of Health and the EPA for municipal water systems. In addition, this position is responsible for testing and maintaining water quality standards for the University’s Aquatic Center swimming and diving pools.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the operation of all controls, pumps, valves and motors that regulate and control the flow of water in the University distribution system. This includes water treatment processes consisting of hydrated lime and sodium hypochlorite injection equipment.

Supervise assigned employees and manage necessary vendor contracts as required. Coordinate/communicate with on-site personnel and customers as needed for maintenance, shutdowns and/or issues that affect service.

Monitor system for proper operation. Daily tasks include the monitoring of flow and pressure, tank level and turnover rate, pH and chlorine residual. Troubleshoot and inspect the system on a continual basis.

Schedule repairs and preventative maintenance, or perform the same, to ensure reliable operation. Oversee new construction as needed.
Perform all water tests as required by the Rhode Island Department of Health (RIDOH) and the EPA.

Maintain records and prepare reports as required by the Rhode Island Department of Health, the Water Resources Board (WRB), or as required by other State and/or government agencies.

Flush mains and perform any hydrant maintenance. Perform regular maintenance and operation of distribution and service valves.

Test and maintain proper water quality for the swimming and diving pools in the URI Aquatics Center.

Maintain and update water system maps as needed.

Maintain and enforce necessary construction and use policies to ensure health and safety of the system.

Manage the University’s wastewater collection and distribution system.

OTHER DUTIES AND RESPONSIBILITIES:

Represent the University of Rhode Island at meetings where the interests of the University’s water system are involved including, but not limited to, RIDOH, WRB and other agencies/organizations.

As needed, assist faculty and students with information concerning the water system and its operation.

Be on call as needed, including nights and weekends.

Perform other duties as required.


QUALIFICATIONS:

**Required:** Bachelor of science degree in an engineering-related field such as mechanical, civil, or environmental and three years of experience in a municipal water system or similar environment, OR a bachelor of science degree and three years of an equivalent combination of skills and experience; demonstrated knowledge and ability to perform the essential duties; demonstrated ability to develop and analyze data and write reports; possession of TO-Class 1 (Treatment Certification) and DO-Class 2
(Distribution Certification) or higher, OR ability to obtain within one year; demonstrated ability to organize, coordinate and supervise support staff; excellent organizational, time management and independent evaluation/assessment skills; strong communication skills, both written and verbal, with ability to work effectively with students, faculty, and staff.

**Preferred:** Construction inspection or project management experience; knowledge of state and federal laws and regulations; ability to read and understand blueprints.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.