

JOB CODE: ... 100243-2019  
POSITION #: (PSA) ...(E)  
DEVELOPED BY: JVW, DL  
REVIEWED BY: SG, DLJ  
APPROVED BY: .....LK  
DATE: ..... 12/10; 04/19

UNIVERSITY OF RHODE ISLAND

Position Description

**TITLE:** Manager, Water System  
**DIVISION:** Administration and Finance (Facilities Services)  
**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 (URI) Water System, including adherence to all water quality testing and reporting requirements required by the RI Department of Health (RIDOH) and the EPA for municipal water systems. Test and maintain 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, including 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, including 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 RIDOH and the EPA.

Maintain records and prepare reports as required by RIDOH, 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 URI at meetings where the interests of the University's water system are involved including, but not limited to, RIDOH, WRB and other agencies/organizations.

Assist faculty and students with information concerning the water system and its operation, as needed.

Be on call as needed, including nights and weekends.

Perform other duties as required.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, Microsoft Office Suite (Word, EXCEL, PowerPoint, Access); Current TO-Class 2 (Treatment Certification) and DO-Class 2 (Distribution Certification); Water systems equipment (valves, valve boxes, hydrants, etc.)

**ENVIRONMENT CONDITIONS:**

This position may require physical activity in all types of weather, any time day or night. This position may require extended periods of standing or crouching. This position requires the ability to lift up to 50 lbs. (water systems equipment.)

## **QUALIFICATIONS:**

**REQUIRED:** Bachelor's degree in an engineering-related field (i.e., mechanical, civil, or environmental) with three years of experience in a municipal water system or similar environment, OR Bachelor's degree and five years of an equivalent combination of skills and experience; Demonstrated experience overseeing water system operations and maintaining compliance with drinking water regulations; Demonstrated ability to develop and analyze data and write reports; Current TO-Class 2 (Treatment License) and DO-Class 2 (Distribution License) or higher; Demonstrated supervisory experience; Demonstrated organizational and time management skills; Demonstrated independent evaluation/assessment skills; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to lift water systems equipment (up to 50 lbs.); and, Demonstrated ability to work with diverse groups/populations. Must be able to respond to emergencies (i.e., on-call.)

**PREFERRED:** Demonstrated construction inspection or project management experience; Demonstrated knowledge of state and federal laws and regulations; Demonstrated ability to read and understand blueprints; and, Demonstrated experience working with Geographical Information Systems (GIS).

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