



CITY OF NEWPORT, RHODE ISLAND

CAREER OPPORTUNITY

Position Title:	DEPUTY UTILITIES DIRECTOR – ENGINEERING
Posting Date:	Monday, January 29, 2024
Closing Date:	Until Vacancy is Filled
Department:	Utilities
Brief Job Description: <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> • Assists Director of Utilities in providing direction & supervision of employees & management staff. • Responsible for the management of Capital projects for the Water and WPC Divisions. • Prepares Requests for Proposals and contract documents for bidding purposes for projects in the Water and WPC Divisions. • Complies with State and Federal regulatory requirements for Water and WPC divisions. • Coordinates with other City agencies, other municipalities and Navy Station Newport as needed in the operation of the Water and WPC divisions. • Inspects facilities and construction sites to monitor progress and ensure conformance to engineering plans and safety standards. Verifies that the infrastructure systems are consistently operated to meet or exceed performance standards. • Prepares technical or other reports as necessary such as reporting for DEM, PUC and DOH. Assists in the periodic PUC rate filing. • Supervises and monitors the WPC Operations and Capital Improvement Contract to ensure contract goals are achieved. Provides interaction with the general public and other city agencies as needed. • Responsible for establishing and maintaining effective communication and coordination with contractors, vendors, division personnel and City management. • Assist in the preparation and monitoring of the department's division's operating and capital improvement budgets under the direction of the Director. • Inspects roadway excavations for compliance with issued permits. • Assists with the assigning of work items to traffic and engineering division staff. • Assists with linear and topographical field surveys of municipal engineering projects and creates construction plans based on field survey. • May assist the Street and Sidewalk Supervisor in the management of the snow removal operations as required. • Assists with the preparation and development of divisional budget and capital programs.
Minimum Entrance Qualifications:	<ul style="list-style-type: none"> • Must possess a Bachelor of Science degree from an accredited college or university in the field of Civil Engineering. • Must have six (6) years progressively responsible experience in administrative municipal or civil Water supply and Wastewater functions, of which at least four (4) years must have been in an Administrative and/or supervisory capacity. • Must possess a Rhode Island Driver's License. • Must be a registered Professional Engineer in the State of Rhode Island upon hire or able to obtain certification through reciprocity within six (6) months of employment.

<p>Minimum Entrance Qualifications (continued):</p>	<ul style="list-style-type: none"> • Through knowledge of municipal Water and Wastewater operations and management principles, equipment service operations, professional and contracting practices and services. • Through knowledge of budgeting and financial preparation and administration. • Knowledge of municipal Water and Wastewater operations and management principles. • Thorough knowledge of budgeting and financial preparation and administration. • Must understand regulatory Water supply and Water Pollution Control service requirements and the associated infrastructures and operating procedures to satisfy State, Local and Federal requirements. • Ability to apply managerial and technical knowledge in association with Water and Wastewater management and equipment maintenance operations. • Ability to provide leadership and emphasizes teamwork, customer satisfaction, flexible problem-solving techniques and can direct and supervise a work force successfully. • Strong technical, analytical and communication skills. • Demonstrated ability to deal effectively with individuals and groups in harmonious as well as in adversarial conditions. • Ability to effectively present information to the general public and respond to questions. • Strong analytical skills are required; proficient with a PC, CAD and related computer hardware and software.
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<p>Pay and Hours Per Week Executive Pay Grade: S11</p> <p>Min. Salary: \$43.6967 hourly Max. Salary: \$62.2435 hourly Hours per week: 40</p> <p>FULL BENEFITS OFFERED</p>	<p style="text-align: center;">Submit resume and/or completed application to:</p> <p style="text-align: center;">Nicole Paulino, Director of Human Resources Department of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840</p>
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An Equal Opportunity and Affirmative Action Employer

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.

www.cityofnewport.com

Tel: (401) 845-5444
Fax (401) 845-9364