



Human Resources Office
45 Broad Street
Cumberland, RI 02864

TITLE: Water Superintendent
DEPARTMENT: Public Works
REPORTS TO: Director of Public Works
TERM: Mayoral Appointment/Executive Staff, Appointment runs concurrently with Mayor
STATUS/HOURS: Salaried/Full-time

DUTIES AND RESPONSIBILITIES

Under administrative direction from the Director of Public Works, the Water Superintendent is responsible for directing, administering and coordinating the activities of the Water Department. His/her duties and responsibilities include:

- Supervising the Assistant Water Superintendent and other employees directly, through others and through established departmental policy, general and specific orders; supervises and is responsible for the supervision and performance of all people and contractors of the water department.
- Ensuring the construction and assessment of:
 - New water mains and services
 - Operation and maintenance of collection systems
 - Installation, reading and billing of water meters
 - Proper functioning of all department equipment and pumping stations
 - Maintains public fire protection system
- Responding to water related emergencies and the coordination of repair/replacement efforts.
- Reviewing of plans and requests for water service. Makes technical assessments and decisions based on engineering principles and/or established guidelines including determining the carrying capacity of water mains and analyzing hydraulic calculations and interpreting bacteriological examinations of the water samples.
- Development of bid specifications.
- Coordinate with consulting engineering firms for development of plans and specifications for Infrastructure Replacement Projects.
- Completing and submitting all reports required by State agencies including but not limited to:
 - Rhode Island Department of Health (RIDOH)
 - Rhode Island Department of Environmental Management (RIDEM)



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- Rhode Island Water Resources Board (RIWRB)
- Rhode Island Infrastructure Bank (RIIB)
- United States Environmental Protection Agency (EPA)
- Financial management and control of the water department including but not limited to:
 - Development of the annual department budget
 - Estimating of quantities and cost of expenditures
 - Authorizing expenditures
 - Submission of the State Revolving Fund (SRF) annual Project Priority List (PPL) to RIDOH
 - Development and submission of Pay Requisitions to RIIB for SRF projects.
 - Development of the Annual Consumer Confidence Report (CCR).
 - Billing of customers
 - Customer payment collection and past due accounts
 - Termination of water services as required
- Inspecting water facilities, job sites, operations, equipment, testing procedures, technical and other reports as necessary to provide appropriate direction, instruction and verify infrastructures are consistently operating to meet or exceed regulatory and other performance standards in the area of water management.
- Acting as Enforcement Officer for the Town of Cumberland authorized to issue summons to be served upon any violator of water restrictions imposed during water emergencies.
- Addresses customer complaints directly or through trained staff.
- Working independently and with other Town departments to assist in daily management related to the water infrastructure and project management.
- Directing the maintenance and installation of all Town fire hydrants.
- This position may require travel within the north east and physical labor at times.

QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Graduation from a four (4) year college or university with a Bachelor of Science degree in civil or environmental engineering and/or a minimum of five (5) or more years of experience in a managerial capacity relative to water supply, preferably in a public or private water system.
- Possession of a Full Certification Grade III Treatment Operators License and a Full Certification Grade III Distribution Operators License from the RIDOH or the ability to obtain a Grade III Treatment Operator in Training License and a Grade III Distribution Operator in Training License from the RIDOH within eighteen (18) months of hire, providing that a member of the Town of Cumberland's Executive Staff and/or Contract Operator is in possession of a Full Certification Grade III Treatment Operators License and a Full Certification Grade III Distribution Operators License from the RIDOH.
- Proven ability to plan and supervise the work of department employees.



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- Ability to establish cooperative working relationships with subordinates and the public.
- Thorough knowledge of the materials, methods and techniques of public works construction as applied to water systems.
- Ability to prepare and supervise the preparation of reports, budget recommendations, projects and grant administration.

COMPENSATION: Per Ordinance

ADA/AA/EOE EMPLOYER