

PORTSMOUTH WATER AND FIRE DISTRICT
JOB OPENING AND DESCRIPTION
May 1, 2022

JOB OPPORTUNITY

- POSITION:
 - One Open Position:
 - Distribution System Operator II, or
 - Distribution System Operator I, or
 - Senior Distribution System Operator
- REPORTS TO: Distribution System Manager
- RESPONSIBILITY:
 - Work with considerable independence at the direction of the Distribution System Manager and exercise skill and judgment in performing all required water system operations, maintenance and labor necessary to protect public health and safety and to ensure compliance with all District, Local, State and Federal regulations.
 - Operate and manage the District's water system as the on-duty certified distribution system operator and treatment system operator.
 - Manage construction projects and supervise the District's construction contractors.
- MAJOR DUTIES:
 - Operate and maintain water system.
 - Maintenance, repair and installation of transmission and distribution system facilities including pipe, valves, hydrants, pumps, electrical controls, chemical feed systems, etc. Working in trenches required.
 - Maintenance of water storage tanks up to eighty-five feet in height. Periodic climbing of tanks required to perform routine and special maintenance and inspection.
 - Inspect work of outside contractors involved in the maintenance, repair and improvements to the water distribution system and infrastructure.
 - Preparation and maintenance of thorough and accurate paper records and drawings.
 - Preparation and maintenance of thorough and accurate electronic records using computer.
 - Respond to SCADA system alarms and system emergencies on a 24-hour, 7-days per week basis, with a maximum response time to the District office of 30 minutes while serving as the District's on-call operator during non-work hours.
 - Operate and manage the District's water system as the on-duty certified distribution system operator and treatment system operator.
 - Carry and operate District's on-call, SCADA lap-top computer and perform all required SCADA system checks and analysis while serving as the District's on-call operator during non-work hours.
 - Manage construction projects and supervise the District's construction contractors during routine work assignments and emergency situations.
 - Perform sonic leak detection of pipelines.
 - Installation, repair and reading of water meters and meter reading equipment
 - Working in underground and tight spaces required.

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- Perform vehicle and equipment maintenance.
- Work with chemical feed systems and water works chemicals such as sodium hypochlorite and sodium fluoride and various cleaning fluids.
- For Senior Distribution System Operator position, supervise junior Distribution System Operators on a limited basis and fill in for Distribution System Manager in his absence.

- **TRAINING AND PROGRESSION**
 - Through training and education, earn a D-1 and T-1 Operator Certification from the Rhode Island Department of Health within one-year of employment.
 - During first year of employment demonstrate the ability to:
 - Manage construction projects and supervise the District's construction contractors to efficiently and safely complete water works construction including, but not limited to, system repairs, new curb stop installations and new main installations.
 - Properly and accurately complete work orders and other forms in order to thoroughly document work completed, conditions found, inspections made and actions required.
 - Perform assigned tasks with limited oral and written direction in English language.
 - Effectively communicate orally and in writing in English language.

- **QUALIFICATIONS:**
 - Citizenship: USA
 - Education: High school diploma from accredited high school.
 - Technical Skills:
 - Mechanical aptitude with knowledge of pipeline construction, hydraulics, mechanics, plumbing, electrical systems and controls, computers, mobile tablets and SCADA systems.
 - Proficiency in mathematics including algebra and geometry.
 - Proficiency in reading and interpreting engineering drawings and details.
 - Proficiency in field surveying and hand drafting site details for record drawings.
 - Ability to manage construction projects and supervise the District's construction contractors to efficiently and safely complete water works construction including, but not limited to, system repairs, new curb stop installations and new main installations.
 - Language and Comprehension Skills
 - Fluent in English language.
 - Proficient in written English, including proper spelling, grammar and punctuation and legible hand writing.
 - Ability to effectively communicate orally and in writing in English language.
 - Ability to perform assigned tasks with limited oral and written direction in English language.
 - Other Skills:
 - Proficient with MS Office Word and Excel.
 - Proficient in use of computers, tablets, smart phones, GPS equipment and other technology.

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- Ability to interact in a professional and pleasant manner with supervisors, employees, customers and contractors.
- Ability to properly and accurately complete work orders and other forms in order to thoroughly document work completed, conditions found, inspections made and actions required.
- For Senior Distribution System Operator position, ability to supervise other operators.
- Experience:
 - Distribution System Operator II
 - Entry level; previous water works operations and maintenance experience, relevant plumbing experience and/or relevant water utility construction experience preferred.
 - Other Positions
 - Experienced level; previous water works operations and maintenance experience.
- Physical Fitness:
 - Meet physical fitness requirements for Water System Operators (attached).
 - Pass a comprehensive pre-employment health physical, including audiogram and controlled substance testing, and a physical fitness test by professionals selected by the District.
 - Illegal substance free prior to and during employment.
- Personal Characteristics: Self Starter, proactive, dedicated, reliable, trustworthy, friendly, courteous and professional appearance and demeanor.
- Residence:
 - Must maintain full time residence proximate to District such that employee can respond to the District's main office within thirty (30) minutes of receiving a SCADA system alarm and/or a call-in for a system emergency.
- OPERATOR CERTIFICATIONS REQUIRED:
 - Distribution System Operator II
 - Rhode Island, Class 1 Drinking Water Distribution Operator
 - Rhode Island, Class 1 Drinking Water Treatment Operator
 - Distribution System Operator I
 - Rhode Island, Class 2 Drinking Water Distribution Operator
 - Rhode Island, Class 1 Drinking Water Treatment Operator
 - Senior Distribution System Operator (II)
 - Rhode Island, Class 3 Drinking Water Distribution Operator
 - Rhode Island, Class 1 Drinking Water Treatment Operator
 - Senior Distribution System Operator (I)
 - Rhode Island, Class 4 Drinking Water Distribution Operator
 - Rhode Island, Class 2 Drinking Water Treatment Operator
 - Appropriate certifications must be obtained within one year of hire to meet probationary requirements.
- WORKING CONDITIONS:
 - Hours: 40 hour week, 7:30 a.m. to 4 p.m.
 - Lunch: 12:00 p.m. to 12:30 p.m., delayed at times; eat on job site at times

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- Break: 10 minutes in a.m., 10 minutes in p.m., in field or office depending on assignment.
- Overtime: Routine overtime for maintenance and call-ins. Occasional mandatory overtime by extended hours and/or Saturdays, as necessary, and as determined by management.
- On-Call: Required to serve as on-call operator every third or fourth week, or more frequently as may be necessary, for the entire week, with the ability to respond at all times to the District office within thirty (30) minutes of a SCADA system alarm or system emergency.
 - Carry District's on-call cell phone 24-hour, 7-days per week.
 - Respond to SCADA system alarms and system emergencies on a 24-hour, 7-days per week basis.
 - Carry and operate District's SCADA lap-top computer and/or tablet and perform all emergency and required SCADA system checks and analysis while serving as the District's on-call operator during working and non-work hours.
 - Travel to District office and facilities as necessary to address emergencies.
- Significant hours of outside work in all seasons and all-weather conditions.
- Valid Drivers license required at all times.
- Considerable amount of climbing in and out of driver's seat and storage areas of District trucks.
- Considerable amount of climbing into and out of trenches, below grade pits, building crawl spaces and/or houses under construction to install/remove water meters or inspect, repair or construct pipelines.
- Fair amount of working in confined and/or claustrophobic spaces.
- Climbing of vertical ladders on water tanks up to eighty-five feet high and performing maintenance on top of tanks.
- Uniforms provided by the District and maintained by the employee.
- Tools provided by District.
- Foul weather gear provided by District.
- Steel-toed shoes required at employee's expense (\$200 stipend for purchase).
- No smoking on District property and in District vehicles, or on private property during assigned working hours.
- Alcohol free and illegal substance free during work hours and on-call duty.
- Office Conditions:
 - Natural gas fueled hot air furnace zoned throughout the office building.
 - Air conditioning zoned throughout the office building.
 - Standard, energy efficient office lighting.
 - Single stall men's uni-sex handicap restroom and single stall women's restroom.
 - Concrete slab on grade, cinder block construction; drafty, cold.
- The District is a Non-Union shop.
- PROBATION:
 - There will be a minimum of one-year probation for a new operator. An initial probation performance review will be conducted after approximately six-months of employment and a final probation review will be conducted after

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approximately one-year of employment. An extension of the probation period or termination of the employee may result from any sub-standard probation performance review.

- **COMPENSATION:**
 - Hourly pay rate commensurate with qualifications and experience. (See attached Wages and Benefits Summary).
 - Competitive fringe benefits package (See attached Wages and Benefits Summary).
 - During the probation period, the rate of pay will be \$1.00 per hour less than the posted rate until the operator has successfully completed a six-month probation performance review and has passed the D-1 Operator Certification test.

- **APPLICATION FOR EMPLOYMENT:**
 - How to Apply:
 - Submit detailed resume including:
 - **All** education including high school and beyond.
 - **All** relevant experience, training, certifications and licenses.
 - A **complete** employment history with from and to dates and a description of duties.
 - List at least three (3) professional references that are familiar with applicant's ability to meet the job requirements specified herein. Include name, title, company and phone number.
 - Submit a copy of your driver's license.
 - Submit resumes and forms by mail or direct delivery (no faxes) to:

**Office Manager
Portsmouth Water and Fire District
1944 East Main Road
P. O. Box 99
Portsmouth, RI 02871**

ATTN: Resume Enclosed

- or by:
 - Email: info@portsmouthwater.org with Subject or Reference: Resume Enclosed

- Resumes will be accepted until position is filled.
- Resumes will be reviewed. Top qualified candidates will be required to take a mechanical/mathematics aptitude test. Top qualified candidates that successfully complete the aptitude test will be short listed for consideration for employment and may be interviewed by the Administrative Board.
- Short listed candidates will be required to fill out the following forms
 - Application
 - Authorization for Release of Personal Information
 - RHODE ISLAND BUREAU OF CRIMINAL IDENTIFICATION BACKGROUND CHECK

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- Any candidate that is considered for an offer of employment will be required to submit to a pre-employment medical health physical, including an audiogram and testing for controlled substances, and a physical fitness test by professionals selected by the District.
- The Portsmouth Water and Fire District will conduct a comprehensive background check on prospective employees through local, state and federal law enforcement agencies and credit agencies.
- All applicants will eventually be notified by mail of the disposition of their submission once the position has been filled.

EMPLOYMENT START DATE:

It is expected that the new hire will begin on or about August 1, 2022.

The Portsmouth Water and Fire District is an Equal Opportunity Employer.

The employment policies and practices of the Portsmouth Water and Fire District are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, sexual orientation, marital status, veteran status or any other legally protected status or disabilities that do not interfere with job performance.

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• **WAGES AND BENEFITS SUMMARY**

- Wages FY-23 (May 1, 2022): (less probationary period reduction)
 - Distribution System Operator II
 - \$27.89 - \$29.50
 - Distribution System Operator I
 - \$30.88 - \$32.58
 - Senior Distribution System Operator (II)
 - \$34.21 - \$36.05
 - Senior Distribution System Operator (I)
 - \$38.04 - \$39.11
- Health Insurance:
 - Classic Blue Cross and Blue Shield/HealthMate - Single or Family Plan based on eligibility:
 - Employee pays 10% cost share.
 - Delta Dental Level 4 – Single or Family Plan based on eligibility:
 - Employee pays 10% cost share.
 - Retirement Health Insurance with cost share available after retirement with a minimum of 20 years of service and attainment of 60 years of age.
- Sick Leave (Paid):
 - Ten days per year cumulative up to 100 days.
 - Employee paid for 25% of accumulated, unused days upon separation from service.
- Holidays (Paid): 13
- Vacation (Paid):
 - 2 weeks after one year of service.
 - 3 weeks after five years of service.
 - 4 weeks after ten years of service.
 - 5 weeks after twenty years of service.
- Pension:
 - Simplified Employee Pension Plan (SEPP).
 - Additional 11.9% of base pay contributed by PWFD to employee’s SEPP, untaxed (similar to IRA).
- Merit Pay:
 - Employees are eligible for merit pay after one full year of service based on an annual performance review with a rating of “Exceeds Requirements” or greater.
 - Up to a maximum of 6% of the annual base pay predicated on annual review.
- **NOTE: All Wages and Benefits are subject to change or elimination at the discretion of the Administrative Board of the Portsmouth Water & Fire District.**

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- **MINIMUM PHYSICAL REQUIREMENTS**
 - **for**
 - **WATER SYSTEM OPERATORS**

- Lift 75 pounds unassisted without injury.
- Climb and descend 85' vertical ladder on water tower using safety harness.
- Haul fifty pounds of equipment to top of 85' high water tank using pulley system at edge of tank and perform maintenance work on top of tank.
- Work in underground confined spaces or pits for up to eight hours.
- Walk for 8 hours per day for a period of 6 weeks to perform leak detection surveys.
- Drive utility van and pick-up trucks, day and night, all weather conditions.
- Work for extended periods around noisy machinery and equipment.
- Work for extended periods with small hand tools and demolition tools.
- Shovel sand and gravel while standing in water in an excavated trench for pipeline construction for 8 hours, in all weather conditions.
- Work nights, out of doors, performing all duties highlighted in job description with only natural or limited lighting.
- Hear and distinguish high and low frequency leak detection sounds using state-of-the-art sonic leak detection equipment.
- Immediately respond to emergency calls from a sound sleep and perform all duties specified in the job description.
- Work indoors in office environment indicated in job description.