

City of Providence

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

CHAPTER 1992-36

No. 483 **AN ORDINANCE** ESTABLISHING A COMPENSATION
PLAN FOR THE WATER SUPPLY BOARD AND REPEALING CHAPTER
1992-9, APPROVED MARCH 16, 1992, AS AMENDED.

Approved October 20, 1992

Be it ordained by the City of Providence:

SECTION 1. The following Compensation Plan is hereby adopted as the official Compensation Plan for the Water Supply Board;

<u>Position</u>	<u>Pay Grade or Rate</u>
Account Collector	11
Accounts Payable Officer, WSB	18
Administrative Aide	12
Administrative Assistant, WSB	\$29,932 - \$36,587.00 /yr.
Assistant Lab Supervisor/Bacteriology	\$29,932 - \$36,037.00 /yr.
Assistant Lab Supervisor/Chemistry	\$29,932 - \$36,037.00 /yr.
Associate Engineer II	24
Associate Engineer III	28
Billing Clerk, WSB	15
Billing & Collections Officer, WSB	23
Board Counsel	\$27,534.00 /yr.
Budget and Planning Analyst	\$576.00 /wk.
Chairman - Water Supply Board	\$3,000.00 /yr.
Chief Engineer/General Manager	\$70,000 - \$81,032.00 /yr.
Chief Meter Reader	11.85 /hr.
Clerk III	5
Clerk IV	9
Confidential Asst. to Chief Engineer	\$29,932.00 /yr.
Controller	\$41,274 - \$45,505.00 /yr.
Manager - Administrative Services	\$47,704 - \$52,594.00 /yr.
Senior Manager of Distribution	\$41,274 - \$45,505.00 /yr.
Manager - Finance	\$45,351 - \$50,000.00 /yr.
Director - Planning & Engineering	\$54,500 - \$65,099.00 /yr.
Manager - Water Quality	\$45,351 - \$50,000.00 /yr.
Manager - Water Resources	\$36,919 - \$40,703.00 /yr.
Distribution Clerical Assistant - Water	14
Draftsman	12
Engineer	\$36,282 - \$40,000.00 /yr.
Engineering Aide III	19
Engineering Clerk	13
Engineering Project Coordinator	\$29,971 - \$33,043.00 /yr.
Engineering Technician	20
Environmental Assistant	\$27,482 - \$30,299.00 /yr.
Equipment Mechanic	\$11.45 /hr.
Equipment Operator	\$10.83 /hr.
Forest Supervisor	\$35,260 - \$38,874.00 /yr.
Heavy Equipment Operator	\$11.09 /hr.
Inspector	19
Junior Chemist I	14
Junior Chemist II	16
Laborer	\$10.71 /hr.
Land Management Specialist	\$34,223 - \$37,731.00 /yr.
Manager of Construction Services	\$36,282 - \$40,703.00 /yr.
Manager - Capital Program	\$45,351 - \$50,000.00 /yr.

No.

CHAPTER
AN ORDINANCE

IN CITY COUNCIL
August 6, 1992
FIRST READING
REFERRED TO COMMITTEE ON
FINANCE

Michael R. Clement
CLERK

FINANCE

THE COMMITTEE ON ~~**FINANCE**~~

September 14, 1992
Approves Passage of
The Within Ordinance, *As Amended*

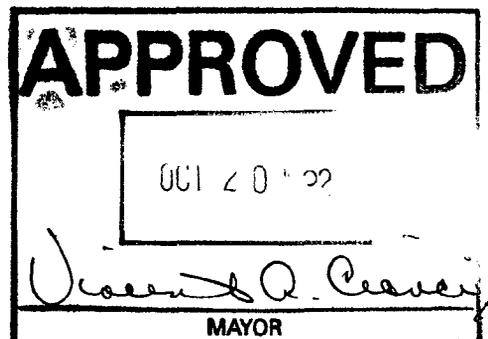
Jean M. Angelone
Chairman

Clerk

Councilwoman Fagnoli and Councilman Mancini

Manager - Customer Service	\$41,274 - \$45,505.00	/yr.
Manager - Facilities and Equipment	\$34,223 - \$37,731.00	/yr.
Manager - Information Systems	\$41,274 - \$45,505.00	/yr.
Manager - Personnel and Risk	\$36,282 - \$40,000.00	/yr.
Manager - Plant Operations	\$36,919 - \$40,703.00	/yr.
Manager - Technical Services	\$45,351 - \$50,000.00	/yr.
Manager - Water Laboratory	\$36,919 - \$40,703.00	/yr.
Manager - Water Resources	\$36,919 - \$40,703.00	/yr.
Member - Water Supply Board	\$2,400.00	/yr.
Meter Mechanic	\$11.47	/hr.
Meter Reader I	\$11.09	/hr.
Meter Reader II	\$11.46	/hr.
Payroll Officer, WSB	22	
Payroll/Personnel Assistant, WSB	14	
Principal Engineer	\$41,274 - \$45,505.00	/yr.
Purchasing Clerk, WSB	13	
Raingage Keeper	\$20.00	/wk.
Regulatory Service Supervisor	\$27,482 - \$30,299.00	/yr.
Sanitarians	14	
Schedule/Dispatcher	\$12.79	/hr.
Secretary, WSB	13	
Senior Clerk, WSB	18	
Senior Draftsman	19	
Senior Equipment Mechanic	\$11.85	/hr.
Senior Secretary, WSB	20	
Senior Technician	24	
Staff Accountant	\$507.00	/wk.
Stationary Equipment Operator	\$11.11	/hr.
Stationary Equipment Operator I	\$11.11	/hr.
Supervisor - Accounting	\$29,500 - \$40,000.00	/yr.
Supervisor - Billing, WSB	\$34,223 - \$37,731.00	/yr.
Supervisor - Claims & Risk	\$29,932 - \$33,043.00	/yr.
Supervisor - Collections, WSB	\$34,223 - \$37,731.00	/yr.
Supervisor - Metering	\$34,223 - \$37,731.00	/yr.
Supervisor - Support Services	\$29,932 - \$35,800.00	/yr.
Supervisor - Water Laboratory	\$35,260 - \$38,874.00	/yr.
Supervisor - Water Maintenance Crew	\$34,223 - \$37,731.00	/yr.
Supervisor - Water Plant Operations	\$34,223 - \$37,731.00	/yr.
Supervisor - Watershed Maintenance	\$34,223 - \$37,731.00	/yr.
Supervisor - Watershed Security	\$31,696 - \$34,945.00	/yr.
Switchboard Operator I	4	
Systems Analyst, WSB	\$35,390 - \$39,017.00	/yr.
Technical Specialist	\$20,739 - \$22,865.00	/yr.
Temporary	\$9.21	/hr.
Water Plant Electronic Repairman I	\$11.06	/hr.
Water Plant Electronic Repairman II	\$11.43	/hr.
Water Plant Mechanic I	\$10.85	/hr.
Water Plant Mechanic II	\$11.73	/hr.
Water Supply Board Clerk	11	
Water System Mechanic	\$11.73	/hr.
Watershed Grounds General Foreman	\$12.80	/hr.
Watershed Inspector	\$11.07	/hr.
Watershed Mechanic I	\$10.85	/hr.
Watershed Mechanic II	\$11.73	/hr.

SECTION 2. This Ordinance shall take effect retroactive to July 1, 1992.



IN CITY COUNCIL

OCT 1 1992

FIRST READING
READ AND PASSED

Michael R. Crout
CLERK

IN CITY
COUNCIL

OCT 15 1992
FINAL READING
READ AND PASSED

James J. Rosinelli
PRESIDENT
Michael R. Crout
CLERK

Section 3.

GRADE STEP	1st	2nd	3rd	4th	5th	ANNUAL SALARY RANGE	
1	322.16	325.02	327.88	333.60	337.89	16,752.32	- 17,570.28
2	329.31	333.60	336.45	342.17	346.46	17,124.12	- 18,015.92
3	337.89	340.75	343.60	349.31	353.61	17,570.28	- 18,387.72
4	346.46	349.31	352.18	356.47	362.20	18,015.92	- 18,834.40
5	353.61	356.47	360.36	365.05	369.33	18,387.72	- 19,205.16
6	362.20	365.05	367.91	373.64	377.91	18,834.40	- 19,651.32
7	369.33	373.64	376.48	380.79	385.07	19,205.16	- 20,023.64
8	377.91	380.78	383.64	389.35	393.65	19,651.32	- 20,469.80
9	385.07	390.79	396.50	402.22	409.37	20,023.64	- 21,287.24
10	393.65	397.94	403.65	410.81	417.95	20,469.82	- 21,733.46
11	400.80	406.58	412.23	419.37	426.53	20,841.60	- 22,179.56
12	409.37	415.08	420.81	426.53	433.80	21,287.24	- 22,557.60
13	417.95	422.23	427.96	433.80	442.94	21,733.40	- 23,032.88
14	426.53	433.80	442.98	451.21	459.80	22,179.56	- 23,909.60
15	433.80	442.98	449.90	459.80	467.52	22,557.60	- 24,311.04
16	442.98	450.62	459.80	467.52	477.31	23,035.08	- 24,820.36
17	451.21	459.80	467.52	477.31	485.51	23,462.92	- 25,246.52
18	459.80	467.52	477.31	485.51	495.29	23,909.60	- 25,755.08
19	467.52	477.31	485.51	495.29	505.16	24,311.04	- 26,268.32
20	477.31	485.51	495.29	505.16	513.73	24,820.36	- 26,713.97
21	485.30	496.97	508.44	518.94	534.57	25,246.14	- 27,797.71
22	495.29	506.76	517.23	530.54	546.65	25,755.08	- 28,425.80
23	505.16	515.39	528.60	539.35	556.72	26,268.32	- 28,949.44
24	514.47	524.60	542.63	552.66	566.68	26,752.44	- 29,467.36
25	521.56	540.63	562.75	574.67	590.70	27,121.12	- 30,716.40
26	538.06	550.59	564.70	586.77	600.77	27,979.12	- 31,240.04
27	546.65	560.66	582.72	596.82	612.86	28,425.80	- 31,868.72
28	556.72	576.77	588.76	602.79	624.85	28,949.44	- 32,492.20
29	566.68	590.70	612.86	634.84	656.97	29,467.36	- 34,162.44
30	590.70	614.77	634.85	656.98	678.98	30,716.40	- 35,306.96
31	600.77	624.85	644.91	666.96	693.06	31,240.04	- 36,039.12
32	624.85	644.91	666.96	689.04	713.13	32,492.20	- 37,082.76
33	644.91	666.96	691.66	713.13	735.11	33,535.32	- 38,225.72
34	666.96	693.06	713.13	735.11	757.25	34,681.92	- 39,377.00
35	688.70	713.13	755.11	757.25	779.21	35,812.21	- 40,520.08

DIRECTOR OF ADMINISTRATIVE SERVICES

DESCRIPTION OF FUNCTIONAL RESPONSIBILITIES:

Under the general supervision of the Chief Engineer and General Manager, the Director of Administrative Services independently plans, organizes, implements and controls all administrative services and assigned personnel of the Department of Administration of the Water Supply Board agency including Central Records and the Clerk of the Board functions; Personnel and Risk Management; Stores, Building Maintenance, Vehicle Maintenance; Inter-Governmental Relations; Public Information and Education Programs, and other such general administrative services as required.

The Director serves as a member of the Chief Engineer's Executive Management Committee. In this position, he/she and other department directors advise the Chief and the other directors on Water Supply Board's administrative and management practices and procedures. He/she may be asked to serve in an acting capacity to represent the Chief and perform other such services as required.

Description of Assignments:

The Director's of and his/her staff's responsibilities, more specifically defined herein, include the maintaining of liaison with other public officials within the City of Providence and other governmental agencies served retail and wholesale water supply, Federal, State, and other local agencies, watershed communities, schools, commerce and industry associations, and professional organizations dealing with or providing services to the Providence Water Supply Board; coordination and administration of contractual relations with wholesale water agencies; performing other administrative services as required; initiating programs, records and systems, both physically and electronically to maintain files and correspondence records of the Water Supply Board's activities; providing support to Board members and Board Advisory Committees; posting and publishing notices; maintaining records of proceedings in accordance with governmental procedures and/or accepted business practices; preparing and distributing information to other departments of the Water Supply Board and other agencies as may be required; preparing periodic status reports to the Chief Engineer and other agency personnel; developing public information programs in coordination with other department directors, and upon approval,

Director of Administration
(Continued)

informing governmental agencies, business and industry organizations, professional organizations and the public of the Water Supply Board's current and projected policies and programs; actively promoting the organization's interests; managing the Board's personnel processes; preparing and implementing safety and training programs for the bargaining unit, semi-professional, and professional staff; performing other such related services as required.

Qualifications:

The successful applicant for the position of Director of Administrative Services shall have the following minimum qualifications and characteristics

1 Education and Experience

- 1.1 A Bachelor's Degree in Business Administration, or a four year degree in a related discipline, from an accredited four year college or university is required. Applicants with a Master's degree in Business or Public Administration will be given additional consideration.
- 1.2 A minimum of seven (7) years of experience in the administration of public or private enterprises with at least three (3) years of responsible charge of personnel and systems supporting multi-disciplinary organizations of comparable size and complexity

2 Desirable Characteristics

The preferred candidate for the position will be able to conduct business on a sustained basis consistent with the following characteristics

- 2.1 Be a Self starter
- 2.2 Posses the ability to plan and bring difficult and interactive programs to completion in a timely manner
- 2.3 Demonstrate the ability to deal effectively with individuals and teams in harmonious as well as in adversary conditions
- 2.4 Demonstrate the ability to think clearly, focus on salient issues, and resolve conflicting conditions impartially

Director of Administration
(Continued)

- 2.5 Be able to represent the Agency and the Department effectively to the public and to other organizations and institutions
- 2.6 Display loyalty to the organization, and support the programs and policies of the Board as administered by the Chief Engineer and General Manager of the Agency
- 2.7 Posses computer skills, or acquire necessary computer skills within six month from appointment
- 2.8 Ability and experience in public speaking

DIRECTOR OF WATER QUALITY

DESCRIPTION OF FUNCTIONAL RESPONSIBILITIES

Under the general supervision of the Chief Engineer/General Manager, the Director of Water Quality independently plans, organizes, implements and controls treatment and production of potable water for the agency including water treatment plant operation and maintenance, and the operation and maintenance of related facilities and laboratory operations; develops, manages and monitors compliance with federal and state regulatory requirements administered by the R. I. Department of Health or R. I. Department of Environmental Management; compliance with Safe Drinking Water Act and Sanitary Surveys; conducts all activities in compliance with Right To Know, SARA Title III, hazardous waste disposal and related safety requirements; evaluates the planning and implementation of programs consistent with federal and state laws as applicable; manages the monitoring of environmental air and water quality practices of the Central Landfill in Johnston and the Tire incinerator in Sterling Connecticut, other proposal affecting the agency's water supply; manages the Cross Connection program and participates in the administration of the agency's Conservation program; manages the sampling, testing and compliance reporting of the source, treatment and distribution water; performs other related services as required.

The Director serves as a member of the Chief Engineer's Executive Management Committee. In this position, he/she and other department directors advise the Chief and the other directors on Water Supply Board's administrative and management practices and procedures. He/she may be asked to serve in an acting capacity to represent the Chief and perform other such services as required.

Description of Assignments:

The Director's and his/her staff's responsibilities, more specifically defined herein, include the treatment and production of potable water; the operation and preventive maintenance of the treatment and filtration plant and the various pumping and boosting stations supplying water from aqueducts and distribution reservoirs to retail and wholesale customers of the agency; monitoring of system wide functions through a central control board; facility maintenance including the Purification Works, Gate House and Hydroelectric Station, Raw Water Booster Pumping Station, chemical feed machines, chemical transfer equipment, chlorination system, coagulation/sedimentation basins, tangential mixer, influent chamber, clear well, chemical storage silos, service and wash

Director of Water Quality
(Continued)

water tanks, influent aerators, rapid sand filters, emergency generators, transformer house and appurtenant facilities; facility maintenance, repair and operation of distribution reservoirs, repair and operation of remote pumping stations; management and compliance with requirements of Safe Drinking Water Act and associated sanitary surveys; management of sampling and laboratory operation consisting of raw water treatment quality control, watershed monitoring, and distribution water quality control, e.g., turbidity, residual chlorine, fluoride, coliform, microorganisms, special testing programs such as Lead and Copper Rule compliance; maintenance and operation of laboratory equipment and miscellaneous laboratory instrumentation including atomic absorption spectroscopy and gas chromatography; laboratory quality control and certification maintenance of programs to administration of cross connection control; conservation program participation; environmental oversight on issues including the Central Landfill and the incinerators in Connecticut; administering safety programs including Right to Know regulations, SARA Title III requirements, RIPDES requirements, Underground Storage Tank requirements, and hazardous waste disposal; sludge lagoon management; developing and implementing emergency response practices including coordination with local fire and police and R.I. Emergency Management Agency; development of policy recommendations on water quality issues and practices for approval by the Chief Engineer; continuously monitoring and advising regarding changing conditions triggered by regulatory actions; maintaining and updating procedures of water treatment operations; evaluating needs and costs triggered by regulations, and advising on proposed procedures; the director serves as spokes-person for the organization on water quality issues as assigned; provides support affecting water legislation; and performs other related services as required.

Qualifications:

The successful applicant for the position of Director of Administrative Services shall have the following minimum qualifications and characteristics

1 Education and Experience

- 1.1 A Bachelor's Degree of Science in Bacteriology, Chemistry, Civil Engineering or related science fields from an accredited four year college or university is required. Applicants with a Master's degree in the respective disciplines and applicants who in addition to the

Director of Water Quality
(Continued)

required science degrees posses additional degrees in Business or Public Administration will be given additional consideration.

- 1.2 A minimum of ten (10) years experience with progressively increasing responsibility in water treatment systems and water quality management is required with at least three (3) years in a public or private water agency in responsible charge of personnel and systems in water treatment and water quality management in an organizations of comparable size and complexity.

2 Desirable Characteristics

The preferred candidate for the position will be able to conduct business on a sustained basis consistent with the following characteristics

- 2.1 Be a Self starter
- 2.2 Posses the ability to plan and bring difficult and interactive programs to completion in a timely manner
- 2.3 Demonstrate the ability to deal effectively with individuals and teams in harmonious as well as in adversary conditions
- 2.4 Demonstrate the ability to think clearly, focus on salient issues, and resolve conflicting conditions impartially
- 2.5 Be able to represent the Agency and the Department effectively to the public and to other organizations and institutions
- 2.6 Display loyalty to the organization, and support the programs and policies of the Board as administered by the Chief Engineer and General Manager of the Agency
- 2.7 Posses computer skills, or acquire necessary computer skills within six month from appointment
- 2.8 Ability and experience in public speaking

DIRECTOR OF WATER RESOURCES

DESCRIPTION OF FUNCTIONAL RESPONSIBILITIES:

Under the general supervision of the Chief Engineer and General Manager, the Director of Water Resources independently plans, organizes, implements and controls all personnel and all programs and activities assigned to the Department of Water Resources to ensure the collection and protection of an adequate supply of high quality raw water for the treatment and distribution to the customers of the PWSB including such programs as source management, forest management, facilities and grounds maintenance, land use control, security and enforcement, intergovernmental relations, regulatory compliance, public information and education, land valuation and other such general source management services as required.

The Director serves as a member of the Chief Engineer's Executive Management Committee. In this position, he/she and other department directors advise the Chief and the other directors on Water Supply Board's administrative and management practices and procedures. He/she may be asked to serve in an acting capacity to represent the Chief and perform other such services as required.

Description of Assignments:

The Director's and his/her staff's responsibilities, more specifically defined include the planning and management of water reservoirs to optimize yield and quality of the supply; development and coordination of the source water quality sampling program to identify sources of contamination and monitor trends in water quality; coordination and administration of programs for the management of departmental land resources including the production of renewable and non-renewable natural resources; initiation of programs within the state and local community planning processes to ensure that all surface water sources used for, or contributing to drinking water supplies, are protected; direction of a security program to protect the property and assets of the agency and prevention of public access to unauthorized areas; development and implementation of maintenance programs for properties and facilities including the main dam, smaller dams, embankments, turfed areas at the Source of Supply and Distribution Reservoirs, aqueduct pipelines, pumping stations, fire lanes and access roads, and fencing; collection of climatological and hydrological data; development and maintenance of programs, systems, records and files relating to

Director of Water Resources
(Continued)

water resources management; coordination and implementation of land acquisition programs; coordination and administering of programs as relating to issues and obligations for discharge to the Pawtuxet River; attendance at various meetings and hearings before local, state and federal agencies to represent the interests of the organization; maintaining liaison with public officials of local communities and other governmental agencies, schools and professional organizations; initiating the preparation of periodic status reports to support of the Chief Engineer and other departmental directors; monitoring and support regarding changes in land valuation and property taxation issues; development and initiation of Capital Improvement requirements relating to water resource management; implementing of safety and training programs for bargaining unit, semi-professional and professional staff; actively promoting the organization's interests; providing other related services as required.

Qualifications:

The successful applicant for the position of Director of Water Resources shall have the following minimum qualifications and characteristics

1 Education and Experience

- 1.1 A Bachelor's Degree in Water Resource Management, or a four year degree in a related discipline common to the water works industry including courses in forest management, soil science, hydrology, forest engineering, forest ecology or silvics, surveying, and/or economics, from an accredited four year college or university is required. Applicants with a Master's degree in related scientific disciplines will be given additional consideration.
- 1.2 A minimum of seven (7) years of experience in the management and administration of public or private enterprises administering water resource and land management with at least three (3) years of responsible charge of personnel and systems supporting multi-disciplinary organizations of comparable size and complexity

2 Desirable Characteristics

The preferred candidate for the position will be able to conduct business on a sustained basis consistent with the following characteristics

Director of Water Resources
(Continued)

- 2.1 Be a Self starter
- 2.2 Posses the ability to plan and bring difficult and interactive programs to completion in a timely manner
- 2.3 Demonstrate the ability to deal effectively with individuals and teams in harmonious as well as in adversary conditions
- 2.4 Demonstrate the ability to think clearly, focus on salient issues, and resolve conflicting conditions impartially
- 2.5 Be able to represent the Agency and the Department effectively to the public and to other organizations and institutions
- 2.6 Display loyalty to the organization, and support the programs and policies of the Board as administered by the Chief Engineer and General Manager of the Agency
- 2.7 Posses computer skills, or acquire necessary computer skills within six month from appointment
- 2.8 Ability and experience in public speaking

DIRECTOR OF TRANSMISSION AND DISTRIBUTION

DESCRIPTION OF FUNCTIONAL RESPONSIBILITY:

Under the general supervision of the Chief Engineer and General Manager, the Director of Transmission and Distribution independently plans, organizes, implements, and controls all transmission and distribution functions of the Providence Water Supply Board, including repair, preventive maintenance, removal, abandonment, replacement and/or installation of fire hydrants, water valves, water service connections, water mains and water services appurtenances to customers within the agency's retail service areas.

The Director serves as a member of the Chief Engineer's Executive Management Committee. In this position, he/she and other department directors advise the Chief and the other directors on Water Supply Board's administrative and management practices and procedures. He/she may be asked to serve in an acting capacity to represent the Chief and perform other such services as required.

Description of Assignments:

The Director's and his/her staff's responsibilities, more specifically defined, include the management and overall supervision of all activities in the retail service area of the system including the repair preventive maintenance, replacement, removal, abandonment and/or installation of fire hydrants, water valves, service connections, water mains and appurtenant facilities; the coordination and maintenance of close working relationships with various Police, Fire, and Public Works officials in the various communities the agency serves; developing, reviewing of the various supervisory reports prepared by staff and the controlling of personnel, materials and equipment and records in the pursuit of the necessary construction and repair activities; developing of daily schedules and work assignments for all crews and support personnel; developing and monitoring annual work programs considering seasonal and climatological conditions; developing and administering multi year programs to ensure distribution of water and the providing of adequate fire protection to all areas of the retail system; developing and controlling standards of productivity for the various task performed by personnel and the directors supervision; supervision of the preparation of daily, monthly and annual operational reports demonstrating the achievement of the approved goals and standards; supports the Chief Engineer in recommending changes to the system, staffing levels consistent with changing conditions and needs.

Director of Transmission and Distribution
(Continued)

Considerable knowledge of materials, practices, and equipment used in the water construction industry with respect to water mains and services, pumping stations, and water distribution systems and hydrants. Knowledge of hazard and safety precautions connected with a water system.

Qualifications:

The successful applicant for the position of Director of Transmission and Distribution shall have the following minimum qualifications and characteristics

1 Education and Experience

- 1.1 A Bachelor's Degree in Engineering, preferably in construction management, or a four year degree in a related discipline, from an accredited four year college or university is required. Applicants who in addition to the degree in engineering possess a Master's degree in Business or Public Administration will be given additional consideration.
- 1.2 A minimum of seven (7) years of progressively increasing experience in construction management of a water utility, and at least three (3) years of responsible charge of personnel and systems the administration of public or private water agency with construction activities of comparable size and complexity is required.

2 Desirable Characteristics

The preferred candidate for the position will be able to conduct business on a sustained basis consistent with the following characteristics

- 2.1 Be a Self starter
- 2.2 Posses the ability to plan and bring difficult and interactive programs to completion in a timely manner
- 2.3 Demonstrate the ability to deal effectively with individuals and teams in harmonious as well as in adversary conditions

Director of Transmission and Distribution
(Continued)

- 2.4 Demonstrate the ability to think clearly, focus on salient issues, and resolve conflicting conditions impartially
- 2.5 Be able to represent the Agency and the Department effectively to the public and to other organizations and institutions
- 2.6 Display loyalty to the organization, and support the programs and policies of the Board as administered by the Chief Engineer and General Manager of the Agency
- 2.7 Posses computer skills, or acquire necessary computer skills within six month from appointment
- 2.8 Ability and experience in public speaking

DIRECTOR OF FINANCE

DESCRIPTION OF FUNCTIONAL RESPONSIBILITIES:

Under general guidance of the Chief Engineer/General Manager, plans, organizes, implements, and controls all financial services of the agency; directs members of the accounting, customer service, metering, billing, collection, and Management Information Systems divisions in their daily functions; coordinates the development of and prepares reports for Capital Improvement and Operating Expense programs; advises and administers the agency's long-term financing programs; directs the preparation of reports for PUC filings. Provides timely management and financial reports with insightful analysis; provides financial and accounting expertise and support to the Chief Engineer and other members of the organization; develops, trains, and directs professional accounting and support staff; coordinates with other agencies and the public as directed; performs other related services as required.

The Director serves as a member of the Chief Engineer's Executive Management Committee. In this position, he/she and other department directors advise the Chief and the other directors on Water Supply Board's administrative and management practices and procedures. He/she may be asked to serve in an acting capacity to represent the Chief and perform other such services as required.

Description of Assignments:

The Director's of and his/her staff's responsibilities, more specifically defined herein, include the development and maintenance of financial records and reports serving the Chief engineer, the Board and the various levels of management, the preparation of these reports must meet the City's codes, and simultaneously the Public Utilities Commission's (PUC) NARUC codes and the agency's Cost Center accounting systems; the generation of fiscal and financial reports and support to City Administration, Providence Public Building Authority (PPBA), State Water Resources Board (SWRB), Environmental Protection Agency (EPA) and/or its designee in addition to the Board of the agency; the management of consultants and staff in the preparation of rate filings, the coordination of the consequent testimony, responses to data requests, and the generation and submittal of compliance reports; the planning, implementation and control of the agency's customer services, including meter reading, billing, collections, and customer services; the management and conversion of manual to automated meter reading system; the conversion and implementation of

Director of Finance
(Continued)

cycle billing; the management of the implementation of cost centered planning and budgeting system; providing of internal auditing, performance and productivity evaluations of financial systems; the development and maintenance of multi-year sources and uses of funds plans; the management of the annual budget process; the management and support of the long and short term debt service for water programs financed from multiple sources of funds; management of the Information Systems divisions in their daily functions administering main frame computers, the integration of desk top computer systems, and the hardware and software support to the agency's desk top and computer support systems; coordinating financial reports and providing financial support to the Chief Engineer, the Board and other department directors; performing other such related services as required.

Qualifications:

The successful applicant for the position of Director of Finance shall have the following minimum qualifications and characteristics

1 Education and Experience

- 1.1 A Bachelor's Degree in Bachelor's Degree in Accounting, or a four year degree in a related discipline, from an accredited four year college or university is required. Applicants with a Master's degree in Finance, Business or Public Administration will be given additional consideration.
- 1.2 Certified Public Accountant preferred.
- 1.3 A minimum of seven (7) years of experience in the management of financial services of public or private enterprises with at least three (3) years of responsible charge of personnel and systems supporting multi-disciplinary organizations of comparable size and complexity
- 1.4 The experience and responsibility of financial management and accounting operations need to include the following:
 - 1.4.1 Planning and budgeting
 - 1.4.2 Financial and Management reporting
 - 1.4.3 Automated billing, collection, and account systems
 - 1.4.4 Public utility rate-making process
 - 1.4.5 Internal control systems
 - 1.4.6 Bond financing and fund management

Director of Finance
(Continued)

- 1.4.7 Customer service and metering functions
- 1.4.8 Public systems administration

2 Desirable Characteristics

The preferred candidate for the position will be able to conduct business on a sustained basis consistent with the following characteristics

- 2.1 Be a Self starter
- 2.2 Posses the ability to plan and bring difficult and interactive programs to completion in a timely manner
- 2.3 Demonstrate the ability to deal effectively with individuals and teams in harmonious as well as in adversary conditions
- 2.4 Demonstrate the ability to think clearly, focus on salient issues, and resolve conflicting conditions impartially
- 2.5 Be able to represent the Agency and the Department effectively to the public and to other organizations and institutions
- 2.6 Display loyalty to the organization, and support the programs and policies of the Board as administered by the Chief Engineer and General Manager of the Agency
- 2.7 Posses computer skills, or acquire necessary computer skills within six month from appointment
- 2.8 Ability and experience in public speaking

DIRECTOR OF ENGINEERING AND PLANNING

DESCRIPTION OF FUNCTIONAL RESPONSIBILITIES:

Under the general supervision of the Chief Engineer and General Manager, the Director of Engineering and Planning independently plans, organizes, implements and controls all engineering services; develops and administers Capital Improvement Programs for the construction of new and/or the replacement of existing facilities; manages the development and maintenance of all facility and systems records, engineering standards and procedures; provides technical support to applicants, agencies and officials of public agencies within the agency's service area on water related issues; provides technical support to the Chief Engineer and other members of the organization; and performs other such general administrative services as required.

The Director serves as a member of the Chief Engineer's Executive Management Committee. In this position, he/she and other department directors advise the Chief and the other directors on Water Supply Board's administrative and management practices and procedures. He/she may be asked to serve in an acting capacity to represent the Chief and perform other such services as required.

Description of Assignments:

The Director's of and his/her staff's responsibilities, more specifically defined herein include operational engineering services and the management of the development and maintenance of all facility and systems records; development of engineering standards and procedures; conducting of water availability studies; overseeing of the operation of system modeling and hydraulic sufficiency programs; providing of technical support to applicants, agencies and officials of public agencies within the agency's service area on water related issues; the determination and acquisition of necessary equipment for automated drafting and integrated mapping; the evaluation and selection if the agency's communication systems; assessment and planning of long range, intermediate range and short range Capital Improvement Programs for the construction of new and/or the replacement of existing facilities; management of staff and consultant engineering and design services; the management of construction programs, including the procurement and inspection processes; providing technical support to the Chief Engineer and other members of the organization; development and administration of technical training for professional

Director of Engineering and Planning
(Continued)

engineering and support staff; coordination with other agencies and the public as directed; include the maintaining of liaison with other public officials within the City of Providence and other governmental agencies served retail and wholesale water supply, Federal, State, and other local agencies, watershed communities, schools, commerce and industry associations, and professional organizations dealing with or providing services to the Providence Water Supply Board; coordination and administration of the technical aspects of contractual relations with wholesale water agencies; posting and publishing notices as related to construction activities; providing support to Board members and Board Advisory Committees; preparing and distributing information to other departments of the Water Supply Board and other agencies as may be required; preparing periodic status reports to the Chief Engineer and other agency personnel; actively promoting the organization's interests; performing other such related services as required.

Qualifications:

The successful applicant for the position of Director of Engineering and Planning shall have the following minimum qualifications and characteristics

1 Education and Experience

- 1.1 A Bachelor's Degree in Engineering from an accredited four year college or university is required. Applicants who in addition to the required degree in engineering possess a Master's degree in Business or Public Administration will be given additional consideration.
- 1.2 Must be licensed Professional Engineer in the State of Rhode Island or shall be able to become registered within one year from appointment; candidates failing to do so shall be terminated from employment.
- 1.3 A minimum of seven (7) years of experience in the management of water engineering service and have at least five (5) years of responsible charge of potable water supply engineering and/or construction in a public or private water agency of comparable size and complexity.
- 1.4 Experience shall include planning, design, design administration, construction management, contract negotiations and familiarity with contract law; public procurement, administration of engineering records, and management of water supply systems for public or private

Director of Engineering and Planning
(Continued)

water agencies.

2 Desirable Characteristics

The preferred candidate for the position will be able to conduct business on a sustained basis consistent with the following characteristics

- 2.1 Be a Self starter
- 2.2 Posses the ability to plan and bring difficult and interactive programs to completion in a timely manner
- 2.3 Demonstrate the ability to deal effectively with individuals and teams in harmonious as well as in adversary conditions
- 2.4 Demonstrate the ability to think clearly, focus on salient issues, and resolve conflicting conditions impartially
- 2.5 Be able to represent the Agency and the Department effectively to the public and to other organizations and institutions
- 2.6 Display loyalty to the organization, and support the programs and policies of the Board as administered by the Chief Engineer and General Manager of the Agency
- 2.7 Posses computer skills, or acquire necessary computer skills within six month from appointment
- 2.8 Ability and experience in public speaking

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CITY COUNCIL FINANCE COMMITTEE
RESPONSE FOR INFORMATION

1A Question: What are the average number of emergency calls answered for the second and third shifts?

Answer: The total number of calls for fiscal 1991-1992 totaled 1,747. Second shift personnel responded to 1,164 calls or an average of 23 calls per week. The third shift responded to 583 calls or an average of 11 calls per week.

1B Question: Positions and Wages for existing personnel, new positions, raises for proposed positions and raises for proposed job classifications and as to why those changes are being made.

Answer: See attached

2A Question: Estimate for what the results were for the year end June 30, 1992 and a response to whatever was in management letter regarding accounting for capital costs.

Answer: Year end June 30, 1992 - See attached. (Preliminary Report)

2B Question: How is the PWSB proceeding with regard to findings contained in its most recent audit concerning accounting for Construction in Progress/Capital Costs?

Answer: Upon inspection PWSB staff concluded that the auditors' concerns were not without merit notwithstanding the auditors' failure to conduct an exit conference with PWSB staff. Please be mindful also that issuance of the audit report is at almost the end of the subsequent fiscal year.

The Department of Finance within the PWSB has addressed this element by coordinating the function of the Manager of Capital Programs within the department of Engineering first. That staff along with the Director of Transmission & Distribution have been charged with extensive review of individual time sheets for purposes of Force Account and of course third party contractors in order to properly account for capital costs. Finance in turn has the ultimate responsibility for establishment of the books of account for purposes of audit and more importantly for internal use as recommended by the auditors.

**PROVIDENCE WATER SUPPLY BOARD
REORGANIZATION**

<u>Position</u>		<u>Existing Annual</u>	<u>Low Range</u>	<u>Proposed Salary</u>	<u>Top Range</u>
Director of Finance		\$47,618	\$50,000	\$50,000	\$59,900
Director of Water Resources		\$45,505	\$50,000	\$50,000	\$59,900
Director of Water Quality		\$45,505	\$50,000	\$50,000	\$59,900
Director of Transmission & Distribution		\$43,580	\$50,000	\$50,000	\$59,900
Director of Administrative Services		\$54,500	\$50,000	\$54,500	\$59,900
Director of Planning & Engineering		\$57,221	\$50,000	\$57,221	\$59,900
Supervisor of Water Maint. Crew		\$37,731	\$34,223	\$38,731	\$38,731
 <u>Additions</u>					
Board Counsel	1	\$27,534	\$50,000	\$59,900	\$59,900
Manager of Construction Services	2	\$40,703	\$36,282	\$40,703	\$40,703

Deletions

- 1 Attorney – Position Salary plus Contracts
- 2 Field Engineer – Change in title only

RECLASSIFICATION OF PWSB BARGAINING UNIT POSITIONS PROPOSED POSITION CHANGES

# OF POS.	CURRENT ORDINANCE TITLE	SALARY		PROPOSED TITLE CHANGES	# OF POS.	SALARY		SALARY CHANGE
		HRLY/WKLY	YEARLY			HRLY/WKLY	YEARLY	
2	STATIONARY EQUIPMENT OPERATOR	11.11 / HR.	\$46,218	SENIOR WATER TREATMENT - OPS. (PWSB) 48 HRS.	2	11.11/HR.	\$46,218	\$0
8	STATIONARY EQUIP. OPERATOR I	11.11 / HR.	\$184,870	SENIOR WATER TREATMENT - OP. I (PWSB)	8	11.26/HR.	\$187,366	\$2,496
1	WATER PLANT ELEC. RPR. II	11.43 / HR.	\$23,774	ELECTRONIC TECHNICIAN - WATER	1	14.28/HR.	\$29,703	\$5,929
2	SENIOR EQUIPMENT MECHANIC	11.85 / HR.	\$49,296	SENIOR UTILITY EQUIP. MECHANIC (PWSB)	2	12.25/HR.	\$50,960	\$1,664
1	TECHNICAL SPECIALIST	439.71 / WK.	\$22,865	TECHNICAL SPECIALIST	1	490.38 / WK.	\$25,500	\$2,635
24	LABORERS (DISTR.)	10.71 / HR.	\$534,643	UTILITY WORKERS (WATER)	24	10.96/HR.	\$547,123	\$12,480
5	LABORER (ADM.)	10.71 / HR.	\$111,384	MAINTENANCE WORKER - PWSB	4	10.96/HR.	\$91,187	(\$20,197)
				MATERIAL HANDLER - PWSB	1	10.96/HR.	\$22,797	\$22,797
17	EQUIPMENT OPERATORS	10.83 / HR.	\$382,948	UTILITY EQUIP. OPERATOR (WATER)	17	11.08/HR.	\$391,789	\$8,841
6	HEAVY EQUIPMENT OPERATORS	11.09 / HR.	\$138,403	HEAVY EQUIP. UTILITY OPERATOR (WATER)	6	11.34/HR.	\$141,523	\$3,120
11	WATER SYSTEM MECHANIC	11.73 / HR.	\$268,382	WATER SYSTEM UTILITY MECHANIC	11	11.98/HR.	\$274,102	\$5,720
1	SCHEDULE DISPATCHER	12.79 / HR.	\$26,603	WATER UTILITY SCHEDULER DISPATCHER	1	13.04/HR.	\$27,123	\$520
TOTALS			\$1,789,386				\$1,835,391	\$46,005

PROVIDENCE WATER SUPPLY BOARD

Budget Allotments FYE 1992

As of 6/30/92 (8/18/92)

0.0% of fiscal year left

REVENUE	FYE '92	FYE '92	FYE '92	FYE '92
Sale of Water:	<u>Budget</u>	<u>Billed</u>	<u>Collected</u>	<u>Budg - Billed</u>
Service Charge	1,111,622	1,665,802		(554,180)
Hydrants	611,636	611,246		390
Wholesale	5,071,932	4,559,374		512,558
Retail	8,169,610	8,528,151		(358,541)
Total Water	14,964,800	15,364,573	13,739,199	(399,773)
			Bal Coll	1,225,601
Miscellaneous:				
Collection Agencies	180,000	0	0	180,000
Misc Revenue	292,000	245,315	314,089	46,685
Watershed Protection Admin	260,000	228,067	207,795	31,933
Interest	175,000	238,479	112,544	(63,479)
Mains & Services	561,800	172,953	180,172	388,847
Total Miscellaneous	1,468,800	884,813	814,600	403,987
TOTAL WATER & MISC. REVENUES *	<u>\$16,433,600</u>	<u>\$16,249,386</u>	<u>\$14,553,799</u>	<u>\$4,214</u>

EXPENSES	FYE '92	FYE '92	FYE '92	FYE '92
	<u>Budget</u>	<u>Expensed</u>	<u>Encumbered</u>	<u>Balance</u>
Salaries	\$7,298,800	\$7,875,666	\$0	(\$576,866)
Services	3,962,300	2,917,673	230,888	\$813,739
Materials	1,500,250	922,429	163,013	\$414,809
Special Items	30,000	105,105	0	(\$75,105)
Equipment	30,000	22,619	1,145	\$6,235
Property Taxes	3,172,500	3,201,309	0	(\$28,809)
Retirement	658,900	658,620	0	\$280
Transfer Out	4,500,825	3,403,021	1,059,031	\$38,772
Other Internal Adjust	(906,500)	(924,230)	0	\$17,730
TOTAL EXPENSES	<u>\$20,247,075</u>	<u>\$18,182,212</u>	<u>\$1,454,077</u>	<u>\$610,785</u>
TOTAL EXPENSES AND ENCUMBRANCES		<u>\$19,636,290</u>		
REVENUE - EXPENSES AND ENCUMBRANCES	<u>(\$3,813,475)</u>	<u>(\$3,386,904)</u>		<u>(\$606,571)</u>

* Does not include City Surcharge, State Surcharge \$.0133, and Docket 2022 CIP

TRANSMISSION AND DISTRIBUTION
ACTIVITY COMPARISON

STATISTICS:

1. MAINS.....	900 MILES
2. VALVES..... (6,900 VALVES IDENTIFIED AS PRE- 1940)	12,000
3. FIRE HYDRANTS.....	5,200
4. LEAD SERVICES.....	32,500
5. BLOW-OFFS/BLEEDER VALVES.....	1,668

MANPOWER:

1. MANAGEMENT.....	11
2. BARGAINING UNIT.....	57
3. TOTAL.....	<u>68</u>