

DEPARTMENT HEADS AND DIVISION CHIEFS
PLEASE POST ON YOUR BULLETIN BOARDS



EMPLOYMENT / PROMOTIONAL OPPORTUNITY

Vacancy No.: 25-219-2

Title of Position: Water Technician & Draftsperson
Vacancy exists in the Water Department

Salary Range: \$26.73 - \$34.10 per hour / 35 hours per week

Date Posted: August 7, 2025

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is a Classified/Bargaining Unit Position.
Examination Weight: 60% Written / 40% Oral

Statement of Duties: Under the general supervision of the Chief of Water, performs GIS and drafting work, related to the needs of the Water Division, utilizing AutoCAD and GIS software, such as ArcGIS, QGIS or ENVI. Duties include:

- Works with Water Program Manager and Field Supervisor to produce and maintain Water Main, Hydrant, and Valve maps, and to make changes and revisions to existing Base map and Lefax drawings to ensure all are current. This includes updating hard copy binder sets and MS Access databases used on laptops and tablets.
- Routinely communicates with contractors, engineers, and field personnel regarding As-built drawings, curb stop information, or other related documents.
- Catalogs, stores, and retrieves drawings necessary to Water Division and contracted work.
- Creates and revises Curb Stop location cards, both digital and hard copy formats.
- Provides technical assistance to the Division Chief, Water Program Manager, and Field Supervisor on a daily basis using AutoCAD and various MS Office programs.
- Performs document control duties including ordering maps on a yearly basis, ensuring all documents are backed up and current, and notifying the Fire Department of hydrant status. This also includes distribution of maps and maintenance of history files.
- Must be able to use computers and have a strong working knowledge of various MS Office programs such as Word and Excel.
- Collect, compile and integrate Geographic Information Systems (GIS) data from field surveys, aerial photos, and satellite images.
- Operate and manage GIS hardware, software, and other related technologies/
- Design, implement, and maintain GIS databases, applications, and systems.
- Create accurate maps and graphs using GIS data and software.
- Train staff on the use of GIS technologies and applications.
- Assists with accurate and timely updates of the backflow and cross connection program database.
- Assists with verification of As-built drawings through on-site surveys as required.
- Performs related work as required.

Education & Experience: Graduation from a technical school or an associate degree in GIS, geography, computer science, or a related field, and a minimum of two years of experience with responsibility for drafting, mapping or performing related duties; or a combination of substantially equivalent education and experience which must include experience as a GIS specialist or in a similar capacity. Candidates must have working knowledge of AutoCAD or similar drafting software, and Microsoft Office Suite or similar software used for spreadsheets, word processing and scheduling.

SPECIAL NOTE: All applicants will be subject to a background criminal check. Negative findings may prevent applicants from being considered.

The City of Warwick offers a robust menu of employer provided benefits to include individual and family health and dental insurance; paid time off to include holidays, vacation, personal time and sick leave; pension, life insurance, and optional, supplemental retirement plans.

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>

THE CITY OF WARWICK IS AN EQUAL OPPORTUNITY EMPLOYER