



NARRAGANSETT BAY COMMISSION

INTERNAL VACANCY NOTICE

Phone: 401-461-8848 ext 371 HR Clerk

Title and Number of Position:	Process Monitor BP008
Application Period:	3/5/2025 – 3/12/2025
Salary Range:	Grade U6 / \$27.75 - \$36.41 Starting Salary \$27.75
Division – Section – Unit:	Operations & Maintenance / Bucklin Point
Shift and Days:	11:00 PM – 7:00AM Days Off – Friday / Saturday
Location:	East Providence
Restrictions:	None
Position Covered by Bargaining Unit Agreement:	Yes
Name of Bargaining Unit	Council 94, Local 1010

DUTIES/RESPONSIBILITIES:

The Process Monitor is responsible for monitoring the data from the plant's computers and electronics and adjusting operations to maintain compliance with standards and regulations. Serve as a lead to lower-level staff regarding the operation of the plant and troubleshooting problems. Monitor and operate a variety of computers and electronics in the monitoring of plant operations. Monitor plant readings and adjust plant levels based on operational procedures and guidelines to maintain proper plant operations. Maintain a variety of logs, reports, and documentation regarding plant operations and readings. Oversee and/or respond to alarms or operational problems within plant property and at remote locations and takes corrective action based on defined procedures or supervisor direction. Assist with completing applicable regulatory reports and working with related agencies. Skill in operating a computer and applicable software applications. Perform all duties of Operator I or II as assigned. Perform other duties of a similar nature or level.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

EDUCATION/EXPERIENCE: High School Diploma or G.E.D. as required and authorized by Chapter 42-17 of the RI General Laws (RIGL) of 1956, as amended, Rhode Island Code of Regulations 250-RICR-150-10-5.6 C, and other applicable law.; and Two years of experience as an Operator II. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

SPECIAL REQUIREMENTS: At the time of appointment, must possess a Full Grade II Operator's certification license for a wastewater treatment plant and must possess valid driver's license in good standing.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

REASONABLE ACCOMODATION: If an applicant is unable to perform any essential job functions because of their disability but can achieve the required results by means of a REASONABLE ACCOMODATION, then the individual shall not be considered unqualified for the position.

MEDICAL INFORMATION: Successful completion of a pre-placement physical examination and drug screen will be required after a conditional offer of employment has been made.

TO APPLY:

Apply within the application period as shown on notice. This Agency does not assume responsibility for applications sent through the mail. *NOTE: The Narragansett Bay Commission union contracts allow a 3-day grace period for its members only.*

APPLY ONLINE OR SEND RESUMES TO: resumes@narrabay.com (resumes must be in Word or PDF format), deliver to One Service Road, Providence, RI 02905 attention Human Resources, or Fax to 401-461-2242.

THE NARRAGANSETT BAY COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER