



NARRAGANSETT BAY COMMISSION

VACANCY NOTICE

Phone: 401-461-8848 ext 371 HR Clerk

Title and Number of Position:	O and M Technician FP005
Application Period:	3/18/2025 – 3/25/2025
Salary Range:	Grade 5A/ \$51,928.27 – 77,892.40
Division – Section – Unit:	Operations & Maintenance / Fields Point
Shift and Days:	6:30AM – 2:30 PM Monday - Friday
Location:	Providence
Position Covered by Bargaining Unit Agreement:	No

DUTIES/RESPONSIBILITIES: Provides administrative services and technical support for the timely procurement of goods and services within the Operations & Maintenance Department in accordance with NBC’s rules and guidelines. Responsible for performing tasks associated with maintaining inventory control and availability of goods, materials, and supplies to support the continuous operations at the NBC’s wastewater treatment facility(ies) (WWTF). Provides administrative support to the Asset Management Program. Responsible for the ordering, receiving and storing all materials, spare maintenance parts and supplies used at NBC’s WWTF’s. Verifies receipt of materials, spare parts, equipment and supplies as ordered and forwards approved invoices for payment. Maintains an accurate / timely computerized database of all purchases. Records and updates on all purchase orders and their status monthly. Directs Inventory Control Clerks in maintaining essential materials for the WWTF are in stock and available. Research materials, parts, supplies, products and vendors that meet NBC’s operational needs and make recommendations for engaging services or products. Obtains pricing, delivery and other relevant information necessary to initiate timely and accurate purchases for WWTF. On occasion, you may pick up parts when needed. Supports the Asset Management Program by providing accurate asset records to the Asset Management Administrator. Assist with monitoring and auditing spare parts and inventory. Fills in for Asset Management team members to perform asset database research within skill, experience and capabilities. Supports the ongoing maintenance of the Operations & Maintenance (O&M) Library including O&M and other essential WWTF Operation Manuals. Extracts and summarizes information from the asset database as needed. Provides support in the coordination of vendor schedules for maintenance services provided. Tracks vendor activities, and ensures vendors are complying with contracts and contracts are current. Within skill and experience capabilities, performs other duties and projects assigned.

EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

EDUCATION/EXPERIENCE: Requires a High School Diploma/GED and graduation from a two-year technical college and/or previous relevant experience such as purchasing/inventory/maintenance and/or WWTF operational experience required.

JOB KNOWLEDGE, SKILLS AND ABILITIES: Proficient with the use of a Personal Computer and office programs. Able to enter purchase requisitions and to enter/extract data for report preparation. Knowledgeable of NBC’s purchasing rules and regulations along with the State of RI Master Price Agreement rules and regulations. Excellent verbal and written communication skills, computer skills and ability to interact with coworkers, supervisors, vendors and general public.

SPECIAL REQUIREMENTS: Must possess a valid driver’s license.

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