



# NARRAGANSETT BAY COMMISSION VACANCY NOTICE

Phone: 401-461-8848 ext 371, HR Clerk

Title and Number of Position:	Operations Supervisor – <b>BP045</b>
Application Period:	12/10/2025 – 12/17/2025
Salary Range:	Grade 7A / \$61,647.04 - \$101,719.28
Division – Section – Unit:	Operations & Maintenance /Bucklin Point WWTF
Shift and Days:	Tues. 7 AM – 3PM; Thu 11PM – 7 AM; Fri.& Sat 7PM - 7AM Days Off Sun, Mon and Tues.
Location:	East Providence
Position Covered by Bargaining Unit Agreement:	No

**DUTIES/RESPONSIBILITIES:** Provides day-to-day supervision and direction to subordinate & unionized personnel involved in 7 days / 24-hour, computer controlled, continuous process operations involving wastewater treatment. Ensures proper utilization of assigned NBC wastewater treatment equipment / facilities and personnel in accordance with all applicable NBC / State and Federal regulations / guidelines and union collective bargaining agreements. Direct and trains subordinate staff in the daily operation and preventive maintenance of NBC wastewater treatment, pumping & monitoring facilities. Sets priorities, renders operational advice, makes daily assignments, interprets policy, and resolves issues/ problems. Assuming role of management’s representative during off-shifts. Ensures all work is performed in accordance with NBC policy guidelines, operational SOP’s, State & Federal Permit requirements, Safety procedures and the union collective bargaining agreement. Troubleshoots equipment / process deviations from operating specifications. As required effects operational changes to computer-controlled process / equipment to maintain continuous operations. Takes lab samples and evaluates results to verify compliance with quality control standards. Makes timely and equitable recommendations for any construction action required to maintain employee quality, quantity and behavior standards, thereby optimizing shift efficiency / minimizing employee disciplinary actions. Remains personally knowledgeable / proficient in all Treatment Facility operations. Ensures an adequate level of on-hand operating supplies and spare parts. Initiates purchase requisitions for the timely acquisition of operating supplies, repair parts, etc. Maintains an accurate and timely computerized database of all activities / personnel supervised. Makes prompt and accurate responses and / or written reports to a variety of internal / external requests for department data, information, status reports, personnel / payroll administration forms, etc. Initiates scheduled / emergency work orders for processing & facility equipment. Plans & coordinate all repair and maintenance activities to achieve minimum disruption to plant operations. Effects any required coordination with other NBC shifts / departments, outside vendors, on-site construction contractors, etc. Performs periodic facility / equipment inspections to ensure continuous operational capability within safety & permit requirements. Remains available for emergency calls during off-duty hours to affect any required emergency needed to maintain continuous wastewater treatment. May work a rotating shift schedule, as required. Performs other duties as assigned, within skill and experience capabilities.

### EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:

**EDUCATION / EXPERIENCE:** High School diploma or GED required. Preference given to applicants with college coursework in environmental sciences, engineering and/or management in addition to the successful completion of specialized wastewater training courses. A minimum of five (5) years of experience in the operation and maintenance of a secondary, activated sludge wastewater treatment facility or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. **SPECIAL REQUIREMENTS:** Must possess a Grade II certification for wastewater treatment operators upon hire. Grade III certificate shall be obtained within one year of appointment. You must possess a valid State 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**