**NARRAGANSETT BAY COMMISSION**
**VACANCY NOTICE**
Phone: 401-461-8848 ext 371 HR Clerk

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| Title and Number of Position: | Assistant Construction Manager – **CG007** |
| Application Period: | 11/17/2026 – 12/4/2026 |
| Salary Range: | Grade 10A / $84,514.47 - $139,448.82 |
| Division – Section – Unit: | Construction and Engineering/ Construction |
| Shift and Days: | 7:00AM – 3:30PM Monday - Friday |
| Location: | Providence |

**DUTIES/RESPONSIBILITIES:** This position is accountable to the Construction Manager for coordinating all activities pertaining to construction improvements and expansion of the NBC's wastewater collection, pumping and treatment facilities and other infrastructure systems. Responsibilities include assisting the Construction Manager in the application of local, state and federal grants and loans; selection of contractors; managing of construction projects; ensuring project compliance with Contract Documents and regulations; overseeing the financial management of construction projects; preparing cost estimates, budgets, reports and work timetables; formulation of policy and other related construction administrative support services. The incumbent will assist in the development and implementation of operating policies, performance standards and goals, budget objectives, staff training/development/employee relations. The incumbent will provide Resident Inspection services and Supervise Inspector services as necessary. The incumbent will develop policies and procedures for inspection services. The incumbent keeps current on technological improvements to process and equipment, is familiar with environmental issues and is knowledgeable of all applicable local, state and federal regulations. Performs day-to-day tasks (correspondence, executive meetings, Board of Commissioners meetings, etc.) and other project duties as assigned. Reviews construction plans and specifications, verifies compliance with a wide range of local, state and federal guidelines, prepares construction estimates, reviews and approves all contracts and bidding/construction documents. Works with others to review architectural/engineering drawings and design specifications to ensure that they comply with NBC guidelines and local code requirements. Provides Resident Inspection services and supervises inspectors as necessary. Oversees field startup and testing of process systems. Coordinates vendor training between NBC Operations staff and the Contractor. Participates in the review and approval of purchase requests, consultant's and Contractor's invoices and assists in the resolution of construction claims. Reviews and negotiates Change Order Requests and writes contract Change Orders and related documents. Assist with the preparation and management of inspection reports, cost estimates and schedules. Oversees the construction activities of each project with all state and federal regulatory agencies, engineering consultants, constructions contractors and staff to ensure that grant, bond or loan funding requirements are satisfied. Ensures NBC adherence to local, state and federal environmental statutory and regulatory requirements, including compliance with applicable permits. Enforces compliance with NBC safety regulations, applicable work policies and requirements. Assists the NBC Operations and Maintenance staff with emergency projects, repairs, or renovations. Motivate and inspire team members to perform at their optimum and reach desired outcomes. Addresses performance issues in a timely manner. Promotes department and inter-department cooperation and collaboration Performs other duties as assigned, within skill and experience capabilities.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

**EDUCATION/EXPERIENCE** The incumbent must have a four-year Bachelor of Science degree in Engineering (civil, environmental, or equivalent), Construction Management, Science or a related field and a thorough knowledge of sewerage collection, pumping and treatment systems, architectural or civil engineering exposure and be familiar with applicable safety and environmental regulations. The applicant must have at least 10 years' experience in construction management. Must have demonstrated experience with a proven track record of successful work in the field of wastewater construction administration and utility construction.

**Job Knowledge, Skills and Abilities:** The duties of this position require a demonstrated understanding of the technical and professional disciplines of construction-related principles, practices, methods and construction management. Must possess a general knowledge of a variety of trade and craft processes, general construction inspection practices and related procedures. The position requires problem solving and organizational skills, frequent use of judgment and a high degree of integrity. The incumbent must demonstrate the ability to motivate and direct field inspection staff and have a thorough knowledge of business management practices. Must possess excellent verbal and written communication skills, and the ability to interact with all levels internally and externally is essential. The incumbent should be detail-oriented with the ability to catch minor errors that can result in major problems. Organizational skills for keeping track of various budgets, employees, and schedules simultaneously. **SPECIAL REQUIREMENTS**: A valid Driver's License is required.

**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**