

## **Nazareth Borough Municipal Authority**

Job Title: Superintendent of Operations

Date: July 14, 2025

# **SUPERINTENDENT OF OPERATIONS**

## **SUMMARY:**

Nazareth Borough Municipal Authority (**NBMA**) is seeking a Superintendent of Operations to join the team and lead the award-winning staff at its 1.5 MGD extended aeration wastewater treatment plant (WWTP), laboratory and collection system. The ideal candidate will continue the visionary and sustainable focus in managing **NBMA's** wastewater assets and serving as a liaison to the **NBMA** Board.

The Superintendent is responsible for and oversees the WWTP and collection system operations, maintenance and repair; compliance activities and permitting; biosolids program; technical/sustainability initiatives; industrial discharge program and operations budgeting.

The ideal candidate is a self-starter with a robust overall leadership and operations and management background, a deep understanding of wastewater operations and compliance/ regulations, experience with budgeting, and excellent organizational and time management skills.

**REPORTS TO:** NBMA Board

## **Key Responsibilities**

- Plan, direct, schedule, supervise, and troubleshoot the operation of the WWTP and service area collection system.
- Schedule, assign, train, and supervise all personnel engaged in the operation and maintenance of the WWTP including biosolids processing and laboratory, and collection system including 4 pumping stations.
- Develop and enforce plant safety programs including procedures and regulations, employee records, and ensure employees are trained.
- Review, compile, and interpret laboratory analytical results from outsourced laboratory and inhouse laboratory testing.
- Prepare and/or oversee daily, monthly, and annual internal/regulatory reports on WWTP operations to regulatory agencies and the NBMA Board, including monthly DMRs, annual Chapter 94 report and all biosolids reporting.
- Ensure all WWTP regulatory limits are met including NPDES permit, biosolids, and other compliance standards.
- Prepare and present Annual Operating and Capital Budget to the **NBMA** Board.
- Monitor monthly expenditures and implement cost-control measures.
- Work with consulting engineers and contractors on projects, including the biosolids beneficial use program.
- Interact with neighboring municipal entities to plan future service area extensions / expansions.
- Serve as Open Records Officer under Right to Know legislation.

**COMPENSATION:** Salary range is \$100,000 to \$125,000, commensurate on experience and qualifications.

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**BENEFITS: NBMA provides an exceptional benefits package that includes**

- Pension Plan
- Health, Dental, Vision and Life Insurance
- Paid time off
- 10 Holidays and 3 Floating Holidays
- Longevity Pay
- Sick Leave

**CERTIFICATES, LICENSES & REGISTRATIONS:**

- Class B, E - 1,4 Pennsylvania Wastewater Operators license issued by the Pennsylvania Department of Environmental Protection is required, Class A, E - 1,4 desired.
- Valid Pennsylvania Driver's License.
- CDL Class B, with tanker and air brakes endorsement preferred.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- Associates Degree in Environmental Science, Biology, Chemistry, or related science field and/or minimum of 5 years' operating experience and 2 years of supervisory / management experience in WWTP operations, maintenance and repair, including experience managing capital improvement projects.
- Experience with state and/or federal permitting, compliance, and regulatory review and interpretation.
- Proficient in data collection and reporting, management and analysis.
- Proficient in Microsoft Office, specifically Word and Excel.

**ABOUT NBMA**

The Nazareth Borough Municipal Authority provides the highest standard of reliable sanitary sewage collection and treatment to serve our community today and in the future. We strive to be a leader in providing a sustainable wastewater system that economically protects the environment and public health, while providing our customers with excellent quality service at a fair and reasonable price.

NBMA is proud to be an Equal Opportunity Employer, and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. Employment decisions at NBMA are based on your qualifications, merit, and the needs of the Authority.

Please email a cover letter and resume to [NRomanishan@thenbma.com](mailto:NRomanishan@thenbma.com) with "Superintendent of Operations" in the subject line, or submit them in person at 872 Tatamy Road, Nazareth PA 18064.