

DRAINAGE SUPERINTENDENT

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the Drainage Operations Division, which includes planning, budgeting and supervising storm water drainage through out the City and Parish. Nature of work is supervisory and administrative with frequent field inspection and technical problem solving requirements. Incumbent works under the general direction of the Director of Drainage, and has supervisory responsibilities for a large number of foremen, equipment operators, skilled and unskilled workers.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by the incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Plans maintenance, construction and repair of improved and unimproved drainage, establishes policies and procedures, estimates costs, prepares proposed budget, oversees and coordinates purchases of materials and equipment. Administers and monitors the operating budget. Reviews procedures and schedules with foremen, operators and engineering personnel, approves or institutes changes. Identifies and prioritizes drainage problems, follows through with solutions. Anticipates need for, assigns and monitors use of vehicles and equipment by crews and projects.

Responsible for flood control and the maintenance of all City and Parish drainage infrastructures that take public water which includes off-road earthen channels, concrete-lined channels, roadside ditches, retention ponds and subsurface pipes. Responsible for the planning, scheduling and assignment of routine maintenance, construction improvement projects and repairs of the drainage infrastructure including multiple pump stations. Develops and establishes policies and procedures, cost estimates, oversees and monitors the acquisition of equipment and materials for the jobs and troubleshoots the more complex problems. Research of courthouse records for ownership, easements, servitudes and other pertinent documentation are routinely required as well as survey data to establish proper grade for excavation projects.

Participates in planning, analyses of needs, projections of future demands; assists in preparing specifications, standards and methods. Purchases herbicides, plans, directs and monitors a spraying program. Formulates specifications, evaluates bids, inspects work, initiates payments and recommends final approval of coulee cleaning, herbiciding, driveway construction and fence repair. Directs assistance in emergencies, material spills, special events and maintenance of city / parish property.

Prioritizes the scheduling of work assignments, participates in planning and needs analyses, projections, and cost estimates. Provides research and responses to legal issues. Evaluates and makes bid recommendations. Provides labor and equipment for special events such as Mardi Gras and clean-up for same.

Responsible for all supervisory duties such as interviews, recommendations for hiring and termination of employees, employee evaluations and discipline and oversees training of employees and conducts safety meetings.

Meets with citizens, elected officials, answers questions, presents maintenance and construction plans and reports. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of methods, materials and equipment employed in the construction, maintenance and repair of storm water drainage and control.

Thorough knowledge of the city / parish drainage system, locations, characteristics, its existing and emerging problems.

Knowledge of basic civil engineering, environmental regulation, policies and procedures required to administer the drainage maintenance division.

Ability to plan, organize, implement and modify a civil construction and maintenance operation involving large numbers of personnel and heavy equipment.

Ability to establish and maintain effective working relationships with elected officials, managers, employees and general public.

DESIRABLE TRAINING AND EXPERIENCE

Completed college in a civil engineering related field and substantial progressively responsible experience in construction and maintenance of storm water control systems, or an equivalent combination of education and experience.