



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

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| <b>POSITION TITLE.....:</b>       | Operations Supervisor ( <b>Technical</b> ) |
| <b>DEPARTMENT.....:</b>           | Public Works                               |
| <b>DIVISION.....:</b>             | Gravity Drainage                           |
| <b>CLASSIFICATION/GRADE.....:</b> | Operations Supervisor/109                  |
| <b>REVISED.....:</b>              | 09/2018                                    |
| <b>REPORTS TO.....:</b>           | Gravity Drainage Superintendent            |
| <b>REVIEWED.....:</b>             | 09/2018                                    |
| <b>WAGES.....:</b>                | Hourly                                     |

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### **SUMMARY:**

Under the direct supervision of the Gravity Drainage Superintendent this position supervises the maintenance crews and support staff of Gravity Drainage Division. The Operations Supervisor is responsible for the proper supervision and training of all maintenance crews and support crews and coordinates, with the Gravity Drainage Superintendent, all major drainage projects.

### **BASIC FUNCTIONS:**

1. Plans and schedules all maintenance works to gravity drainage though out the Parish.
2. Supervises subdivision maintenance and support crews in all daily activities.
3. Must be able to read subdivision plans and profiles.
4. Inspects subdivision drainage systems and places on a schedule for routine maintenance.
5. Inspects subdivision construction and responsible for acceptance into the Parish maintenance system.
6. Hire, trains, and disciplines maintenance and support crewmembers under his supervision.
7. Keeps informed of all attendance records, checks time cards and submits overtime of all employees under his supervision.
8. Oversees all purchasing of material needed to carry out assigned task.
9. Oversees the Surveyor and Drainage Inspector, and to ensure all work is done according to Parish Code
10. Performs cost estimates for in-house drainage improvement projects.
11. Calls out crews for emergencies when necessary.
12. Oversees proper maintenance of all Gravity Drainage tools & equipment.
13. Will be required to be on 24 hour call.
14. Recommends the requisition of equipment, tools, and materials necessary for the department to maintain all assigned tasks.
15. Assists in the implementation of the Safety Programs initiated by the Safety Coordinator and/or the Superintendent.
16. Reports all public complaints, comments, and questions concerning the operation of the Gravity Drainage Department to the Drainage Superintendent.
17. Regularly informs Gravity Drainage Superintendent of all job-related matters.
18. Prepares daily and weekly reports of all activities of work performed.
19. Must perform other duties as assigned by the Superintendent.
20. Must be willing to work extra hours on occasion.

## **OTHER REQUIREMENTS:**

1. Must be able to interact well with subordinates & effectively direct their activity.
2. Must be capable of taking over Superintendent's duties in his absence.
3. Must have a good understanding of survey tools.
4. Must be able to work closely with Superintendent, Division Engineer.
5. Must maintain a valid LA Driver's License.
6. Must be capable of dealing with any and all Parish Departments/Divisions and General Public.
7. Must have good working knowledge of Terrebonne Parish.
8. Must have the ability to scheduled work on a priority basis and maintain maintenance schedules and records.
9. Occasional heavy lifting.
10. Works indoors & outdoors.
11. Frequent exposure to heat, cold, noise and other conditions.

## **EDUCATION/EXPERIENCE:**

1. Must have a high school diploma or equal.
2. Must have at least two (2) years experience as a Foreman at the next lower level or three (3) years supervisory experience in a field operation.
3. Must have the ability to communicate effectively, both written and oral.
4. Basic management experience preferred.