

FORCED DRAINAGE SUPERINTENDENT

Public Works | Forced Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Forced Drainage Superintendent is responsible for overseeing all operational, administrative, and personnel functions within the Forced Drainage Division.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

LOCATION

Public Works – North Campus

REPORTS TO

Public Works Director

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Combination of office settings and frequent fieldwork at drainage sites, pump stations, and construction areas, often requiring exposure to outdoor weather conditions, varying climates, and extended hours during storm events or emergencies.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be required to ensure the efficient construction, maintenance, and repair of drainage infrastructure—including pump stations and navigation aids—while maintaining compliance with safety regulations and parish standards, and is responsible for assigning daily work orders, monitoring job site progress, inspecting new subdivisions for engineering compliance, and managing preventative maintenance programs.

The Forced Drainage Superintendent also plays a critical role in ensuring regulatory compliance, safety standards, and emergency preparedness across all Forced Drainage Division activities.

JOB DUTIES

- Oversee the daily operations of the Forced Drainage Division, including assigning work orders, delegating tasks to supervisors and crews, and ensuring timely completion of projects.
- Monitor construction, maintenance, and repair of drainage infrastructure, including pump stations and navigation aids; conduct job site inspections to verify compliance with standards and engineering plans.
- Prepare, justify, and manage the division's annual operating and capital budgets; monitor expenditures throughout the year to ensure alignment with approved budget allocations; review and approve invoices, fuel charges, and purchase requests; maintain cost-control measures; and provide financial reports and recommendations to the Public Works Operations Manager and Director to support informed decision-making.
- Oversee preventative maintenance programs and maintain a prioritized list of stations requiring major repairs.
- Enter and assign work orders in the MGO system; track progress and ensure accurate documentation.
- Supervise all personnel functions, including hiring, training, promotions, succession planning, disciplinary actions, and terminations; maintain effective communication and resolve complex operational issues.
- Coordinate with contractors, vendors, engineering firms, and regulatory agencies and attend meetings as required and ensure project specifications are met.
- Respond to public inquiries and complaints and ensure timely resolution to maintain positive community relations.
- Attend weekly progress meetings, monthly safety meetings, and other departmental or interagency meetings as needed.
- Inspect new subdivisions for compliance with approved engineering plans and parish standards.
- Maintain compliance with safety regulations; lead safety programs and ensure fire extinguishers and other safety equipment are up to date.
- Approve or deny Letters of No Objection (LONO) from Public Works.
- Ensure divisions readiness and availability as a Tier 1 responders during storm events; work extended hours during hurricanes or other emergencies.

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JOB DUTIES CONTINUED

- Utilize tablets or iPads and other technology to manage work orders, communication, and reporting effectively.
- Conduct regular reviews of Samsara vehicle footage to monitor employee driving behavior, identify and document unsafe practices, provide coaching or corrective action as needed, and collaborate with Risk Management to address recurring issues and promote a culture of safe driving.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Ensure employees complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide and develop staff, foster a collaborative team environment, and make sound decisions that align with organizational goals and operational priorities.
- **Budget Skills:** Strong financial and budgeting skills, including the ability to prepare, analyze, and manage operational and capital budgets, monitor expenditures, maintain cost controls, and make data-driven recommendations to support informed decision-making.
- **Time Management:** Skilled in prioritizing and coordinating multiple tasks, projects, and deadlines to ensure timely and efficient completion of daily and long-term objectives.
- **Analytical Skills:** Proficient in the ability to interpret data, evaluate operational performance, identify trends or issues, and make informed decisions to improve efficiency and effectiveness.
- **Communication Skills:** Capable of conveying technical and operational information clearly and professionally to staff, contractors, regulatory agencies, and the public.
- **Organizational Skills:** Adept at managing complex workflows, maintaining accurate records, ensuring timely completion of operational, administrative, and reporting responsibilities, and overseeing procurement and budgeting processes.
- **Technical Skills:** Strong operational knowledge of drainage infrastructure and equipment, and the ability to interpret engineering plans and apply safety and maintenance standards. Strong computer skills are essential, including proficiency in data entry, digital work order systems, Microsoft Office applications with knowledge of SharePoint and Planner, and the ability to learn and navigate specialized software relevant to public works and infrastructure management.
- **Qualifications:**
 - High school diploma or GED required.
 - Minimum of two (2) years of experience working with drainage systems, including basic understanding of forced drainage operations, pump station functionality, stormwater flow, and the ability to interpret engineering plans and drainage layouts.
 - At least two (2) years of supervisory or management experience in a related technical or public works environment.

