

GRAVITY DRAINAGE SUPERINTENDENT

Public Works | Forced Drainage



JOB RESPONSIBILITIES

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

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

LOCATION

Public Works – North Campus

REPORTS TO

Operations Manager

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 gravity drainage infrastructure while maintaining compliance with safety regulations and parish standards, and is responsible for assigning daily work orders, monitoring job site progress, and managing preventative maintenance programs.

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

JOB DUTIES

- Oversee the daily operations of the Gravity Drainage Division, including construction, operation, inspection, and maintenance activities, through delegation and supervision of divisional staff.
- Implement and enforce culvert permitting, installation, inspection, and maintenance policies; maintain inventory of the public gravity drainage system; and ensure proper drainage grades using RTK survey/instrument equipment and internal inspection camera systems.
- Administer and manage the work order system (MGO), ensuring citizen requests and complaints are recorded, assigned, tracked, and resolved in a timely manner; communicate directly with residents regarding service requests.
- Coordinate daily, weekly, and long-term work schedules; meet regularly with supervisors, operations staff, and field crews to assign work, monitor progress, resolve issues, and ensure productivity.
- Inspect job sites and perform final inspections on new subdivisions to ensure compliance with Parish standards and approved plans.
- Prepare, review, and submit weekly, monthly, and annual reports; compile operational data to substantiate reporting requirements for Public Works and other departments.
- Assist in the preparation and administration of the annual operating budget; monitor expenditures; approve invoices; sign purchase orders; and identify future equipment, material, and staffing needs.
- Coordinate purchasing activities, including materials, supplies, and equipment; assist with technical specifications for on-road and off-road equipment; and evaluate cost-effective solutions to improve operations.
- Implement safety programs, employee training initiatives, ensure safety equipment (e.g., fire extinguishers) remains current and compliant.
- Ensure compliance with all applicable federal, state, and local permits, approvals, licenses, and governmental regulations related to drainage operations.
- Recommend and implement policy updates, workplace innovations, and procedural improvements that enhance efficiency, effectiveness, and cost savings.

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Continued from previous page.

JOB DUTIES CONTINUED

- Coordinate and communicate with contractors, consulting engineers, Public Works, GIS, state and federal agencies, and internal leadership regarding projects, work orders, inspections, Letters of No Objection (LONO), and special assignments.
- Attend required meetings, including progress meetings, safety meetings, and interdepartmental coordination meetings, as well as meetings with the public as needed.
- Ensure divisions readiness and availability as a Tier 1 responders during storm events; work extended hours during hurricanes or other emergencies.
- 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 five (5) years of experience managing or directing an organization or department of comparable size or similar function
 - At least two (2) years of supervisory or management experience in a related technical or public works environment.

