



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Forced Drainage Superintendent
DEPARTMENT.....:	Public Works
DIVISION.....:	Forced Drainage
CLASSIFICATION/GRADE.....:	Forced Drainage Superintendent/211
REVISED.....:	05/2022
REPORTS TO.....:	Operations Manager
REVIEWED.....:	05/2022
WAGES.....:	Exempt (Salary)

SUMMARY:

The Forced Drainage Superintendent directs and coordinates all activities of the Forced Drainage Division of the Department of Public Works.

BASIC FUNCTIONS:

1. Administers day-to-day Parish Government business with respect to inventory, operations and maintenance of Parish forced drainage facilities through delegation of duties to subordinates.
2. Responsible for the implementation of:
 - a. Rehabilitation program for pump stations;
 - b. Pump attendant oversight and accountability;
 - c. Fuel delivery system;
 - d. Drainage telemetry system;
 - e. Canal and Levee inspections and maintenance program;
 - f. Pump station preventive maintenance program;
3. Assist in the preparation of annual operating budgets and oversees the expenditure of budgeted funds and purchasing of material and supplies.
4. Implements safety and employee training programs.
5. Supervises divisional employees and undertakes disciplinary action in accordance with Personnel Manual.
6. Administer work order system to ensure citizens' complaints are responded to in a timely fashion.
7. Recommend divisional policy changes, as necessary, to maintain compliance with industry practices and changes in governmental regulations.
8. Evaluate and implement workplace innovations and/or procedures, which result in efficiencies and/or cost savings to the Parish.
9. Comply with governmental permits, approvals and/or licenses, relative to division function and responsibilities.
10. Prepares weekly and monthly reports and collects data as required to substantiate reports.
11. Oversees the preparation and enforcement of daily and weekly work schedules.
12. Any other duties as assigned by the Director of Public Works.

OTHER REQUIREMENTS:

1. Must have the ability to communicate effectively, both verbally and in writing with other staff and the public.
2. Must possess a valid Louisiana Driver's License.
3. Knowledge of business methods, and procedures and personnel administration.
4. Capable of interpreting pump curves and calculates operating parameters of pump equipment.
5. Must be capable of conducting meetings with general public, state and federal agencies and consulting engineers.

EDUCATION/EXPERIENCE:

1. High School Graduation or equivalent (GED) required. College degree is desirable.
2. Minimum of five (5) years of experience directing an organization or department of comparable size or with similar functions to that of Forced Drainage Division.
3. Must have some experience in office operation and organization with background in purchasing, budgeting, and work scheduling.
4. Must be proficient in computer programs including but not limited to, Microsoft Word, Excel, and Outlook.