

WATER DISTRIBUTION SUPERINTENDENT

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the water distribution division which include construction, maintenance and repair of the water distribution pipeline system, water meter and fire hydrant service / repair and related work. Work is administrative and supervisory with substantial civil / sanitary engineering and environmental regulatory content. Incumbent works independently under the Water/Wastewater Operations Manager and has supervisory responsibilities for a large number of foremen, equipment operators, skilled technicians and personnel in training.

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

Supervises all the activities of the water distribution division, including maintenance, repair and construction of a large system of underground water pipelines, meters and fire hydrants. Plans, organizes, assigns through respective foremen, and inspects work of maintenance, repair and service of water pipelines, simple and compound water meters and fire hydrants. Oversees the administration of scheduled maintenance program, fire hydrant exercise and inspection program, a water meter repair shop and related services.

Prepares recommendations for capital and operating budgets for the division. Oversees employees' work in administering record keeping, inventory and budgetary work of water distribution. Decides matters of scheduling and allocating human resources, vehicles and equipment.

Interviews prospective employees, recommends appointment, trains and evaluates performance of employees; recommends discipline / discharge where appropriate. Approves division's purchase orders, requisitions, contract payments, leave requests and time sheets.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the City's water distribution system, its characteristics, maintenance requirements, capacities, problems and future inadequacies.

Thorough knowledge of civil and sanitary engineering as related to municipal water distribution construction and maintenance.

Thorough knowledge of modern water utility management principals and practices, including applicable environmental, safety and health regulations.

Knowledge of and ability to work with required software applications.

Ability to effectively administer the divisions budget.

Knowledge of personnel rules and regulations as appropriate to supervision of Division's employees.

Ability to establish and maintain effective working relations with employees, elected officials and representatives of other utilities.

Ability to communicate clearly, verbally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Baccalaureate degree in a civil engineering related field with substantial experience in large municipal water system construction and maintenance, or an equivalent combination of education and experience.

NECESSARY SPECIAL QUALIFICATIONS

1. Possession of a Class IV Water Distribution certification as issued by the State of Louisiana, within three years of appointment.
2. Must be capable of responding to the site within one hour of being notified.
3. Possession of a valid Louisiana Driver's License.