

WASTEWATER COLLECTION SUPERINTENDENT

PURPOSE AND NATURE OF WORK

Position is responsible for all the activities of the wastewater collection division which include construction, maintenance, repair and rehabilitation of the wastewater collection system, excluding lift stations. Work is administrative and supervisory with substantial civil / sanitary engineering and environmental regulatory content. Incumbent works independently under the 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 wastewater collection division, including maintenance, repair and rehabilitation of a large system of gravity flow underground wastewater pipelines. Plans, organizes, assigns jobs and projects through respective foremen. Inspects maintenance, repair and service of wastewater pipelines. Oversees the administration of scheduled maintenance program, remote television camera inspection, smoke testing program, 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 wastewater collection. Decides matters of scheduling and allocating human resources, vehicles and equipment.

Interviews prospective employees, recommends appointments, evaluates performance of employees, recommends discipline / discharges 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 wastewater collection system, its characteristics, maintenance requirements, capacities, problems and future needs.

Thorough knowledge of civil and sanitary engineering as related to municipal wastewater collection construction and maintenance.

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

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

Ability to establish and maintain effective working relations with customers, 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 wastewater collection system construction and maintenance, or an equivalent combination of education and experience.

NECESSARY SPECIAL QUALIFICATIONS

Possession of a Class IV Waste Water Collection certification as issued by the State of Louisiana, within three years of appointment.

Must be capable of responding to the site within one hour of being notified.