

## **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, as well as the service and repair of fire hydrants and related work. Work is administrative and supervisory, requiring extensive experience in the water distribution field and knowledge of environmental regulations. 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 and fire hydrants. Through foremen, plans, organizes, and assigns the work of crews performing maintenance, repair, and service of water pipelines and fire hydrants; inspects work during and after projects. Oversees the administration of scheduled maintenance program, the fire hydrant exercise and inspection program, and backflow prevention program.

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 needs.

Thorough knowledge of civil and sanitary engineering as related to municipal water distribution construction and maintenance or extensive experience in water distribution at an advanced level.

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

Knowledge of and ability to work with required software applications.

Ability to effectively administer the division's 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.