



**JOB TITLE: WASTEWATER COLLECTION  
SUPERINTENDENT**

**JOB CLASS NUMBER: 5421**

**REVISION DATE: 04/28/2023**

**DEPARTMENT: PUBLIC WORKS**

**DIVISION: SEWER**

  
Acceptance - Department Head

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**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

*The Utility Maintenance Superintendent is responsible for directing the operation and personnel of the wastewater collections division. This position requires technical knowledge of all phases of a wastewater collection system and of storm water pump stations. Work is performed with considerable independence as to methods and procedures with assistance and general direction from the Sewer Manager and the Director of Public Works.*

**EXAMPLES OF DUTIES:**

- *Performs difficult professional and administrative work*
- *Plans, schedules, assigns, directs, and supervises activities and personnel involved in the construction, operation, and maintenance of a wastewater collection system*
- *Handles personnel administration including payroll, record keeping, attendance, scheduling, counseling, and grievance resolution*
- *Reviews work order history and plans preventative maintenance to correct reoccurring problems and to improve the collection system*
- *Establishes procedures for the operation and maintenance of pumps, electric motors, control panels, level meters and other equipment*
- *Manages the operation of storm water pump stations*
- *Prepares budgets, cost estimates and other reports*
- *Monitors and controls budget expenditures*
- *Maintains inventories of parts, equipment, and supplies. Investigates vendors, prepares specifications, prepares purchase orders, and requests bids*
- *Recommends equipment and material purchases*
- *Travels to job sites to review and inspect maintenance and construction activities*
- *Conducts visual inspections of all areas of the wastewater collection system to insure proper operation and condition*
- *Manages the cleaning, painting, repair, upkeep and appearance of properties and equipment*
- *Develops, schedules, and presents employee safety training*
- *Schedules and conducts on-the-job training and certification training of personnel and supervisors*
- *Develops and implements safety policies such as confined space entry, trenching/shoring safety, hazardous materials handling, etc.*
- *Ensures that employees maintain required licenses and certifications*
- *Organizes and maintains a library of maps and drawings*
- *Investigates questions and complaints about sanitary sewer services and initiates corrective actions*
- *Schedules road closure and traffic control with the City's Traffic Engineering Department and with contractors*



- Coordinates with contractors regarding sanitary sewer system maintenance, repair, replacement, and new construction
- Keeps abreast of federal, state, and local regulations related to wastewater collection systems and workers
- Prepares State and Federal reports
- Ensures that operations and procedures comply with the Louisiana Department of Environmental Quality (LDEQ) and the Environmental Protection Agency (EPA) regulations
- Assists other City divisions with maintenance and repair activities
- Performs other duties as required

**TRAINING AND EXPERIENCE:**

- Must have a Bachelor of Science degree in an environmental related field, or have a high school diploma or GED with extensive experience and training in the operation and maintenance of a wastewater collection system
- Must have good management and communication skills
- Must be proficient in the use of Microsoft Windows and Microsoft Office including Excel, Word, and email
- Must have a minimum of three (3) years of leadership experience with considerable knowledge of the principles and practices of sanitary sewer system maintenance, repair, and construction techniques
- Must have a thorough knowledge of equipment, facilities, materials, methods, and procedures used in wastewater maintenance, repair, construction, and operation

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Able to read, write, and speak the English language at the college level
- Able to interpret and apply rules, regulations, and policies, and to make decisions within the limits of this position
- Able to understand and effectively carry out verbal or written requests and orders of a complex nature
- Able to establish and maintain effective working relationships with employees, other City departments and the general public
- Able to perform complex mathematical computations accurately
- Able to read and interpret wastewater construction plans and drawings
- Able to maintain confidentiality when situation warrants
- Displays a positive attitude and is self-motivated
- Able to use portable and truck radios according to FCC guidelines
- Practices safe driving and observes safe workplace practices
- Able to work beyond normal hours, at night and on weekends

**LICENSES AND CERTIFICATES:**

- Must possess and maintain a valid Louisiana Driver's License. A valid Louisiana Commercial Driver's License (CDL) is preferred
- Must obtain a Louisiana Class 1 certification within eighteen (18) months, Class 2 certification within twenty-four (24) months, Class 3 certification within thirty (30) months, and Class 4 certification within thirty-six (36) months of employment. Certification must be maintained while employed. An existing Class 4 certification is preferred
- Note: Specific Louisiana certifications are related to the division where you work,
  - Sewer Department - requires Wastewater Collections certification
  - Water Pollution Control - requires Wastewater Treatment certification

**INTERNAL POSTING PERIOD:** 5/10 - 5/23/23

Position posting goes public after 10<sup>th</sup> day.