

## Lincoln County Board of Public Utilities

### Superintendent

- Under general direction of the Board of Directors to provide responsible day to day management, plan, organize, supervise, assign, review, and participate in the work of the water and wastewater systems. This position shall serve as management for water treatment facilities and shall be responsible for providing operation and maintenance management related to water treatment & distribution and wastewater collection systems. This is an exempt position and employment is considered "at will."
- Exercises direct supervision over maintenance and operation staff.

### Duties and Responsibilities of a Superintendent

- Plan, prioritize, assign, supervise, and review the work of staff responsible for providing water treatment & distribution, and wastewater collection operations and maintenance services. Identify maintenance problem areas. Inspect and verify work in progress and completed work for accuracy.
- Provide and/or coordinate staff training including work methods, techniques, and the use of operation of equipment; work with employees to correct deficiencies; implement discipline procedures.
- Plan and lay out water and wastewater system operation and maintenance work projects; prepare specifications for material and equipment purchases; order parts as necessary and ensure parts ordered are received in a timely fashion.
- Oversee reporting, communication, and compliance with the Tennessee Department of Environment and Conservation.
- Oversee the development and maintenance of the SCADA (Supervisory Control and Data Acquisition) and telemetry systems as well as other technologies used by the utility district.
- Supervise the use of tools, equipment, and vehicles, to ensure safe operation and maintenance.
- Participate in the preparation and administration of the assigned budget and monitor expenditures.
- Prepare and maintain necessary records and reports for project activities, status, and materials used. Present verbal and written reports to the Board of Directors and inform the general public.
- Monitor and assure that the water distribution & treatment and wastewater collection systems are operated and maintained in accordance with applicable standards, regulations, and specifications.
- Oversee the schedule and direction of the water meter reading activities.
- Meet with contractors, property owners, and others in the areas of water and wastewater systems regarding; use, needs, distribution, treatment, collection and to resolve inquiries and complaints.
- Assist in the review and assuring that plans and specifications for new development and capital improvements meet minimum water and wastewater requirements of the District, State, local and the pertinent regulatory agencies.
- Assist and/or perform special projects and assignments as requested. Coordinate assigned services and activities with other county departments and outside agencies.
- Perform related duties and responsibilities as assigned.
- Operation, maintenance, service, and activities of a comprehensive water and wastewater system. Basic mechanical and electrical systems; materials, methods, practices and equipment used in water and wastewater system construction, maintenance, and repair activities.
- Principles of employee supervision, training, and compensation.

- Occupational hazards and standard safety precautions necessary in the areas of water & wastewater systems.
- Modern office equipment, practices, methods, and computer equipment. Principles and procedures of record keeping and reporting.
- Operate safely and in an effective manner a wide variety of motor vehicles, equipment, machinery, and tools used in the operation, maintenance, and construction of water and wastewater facilities. Operate modern office equipment including computer equipment and SCADA systems, including office software such as Microsoft Word and Excel programs.
- Select, supervise, organize, train, and evaluate the work of LCBPU staff.
- Organize, direct, and implement maintenance schedules to operate and maintain water and wastewater system machinery and equipment and take corrective actions. Prepare and maintain reports, determine cost-effective ways to perform water and wastewater system maintenance and operations.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Independently perform the most difficult water and wastewater system duties and exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Respond to request and inquiries from the general public and communicate clearly and concisely, both orally and in writing.
- Ability to respond and direct system staff in the event of a natural disaster to secure and maintain water and wastewater operations.
- Establish, maintain, and foster positive and harmonious working relationships with staff and general public.

### **Experience, Training and Education**

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities. Typical minimum knowledge, skills, and abilities would be: 5 years related work experience with supervisory or management experience, specialized training in water treatment & distribution, wastewater collection, maintenance methods, or a related field. College coursework in business management, civil engineering or environmental sciences preferred but not required.

### **Salary Position**

Salary set by Board of Directors Based on Experience

Apply online at [www.lincolncountybopu.com](http://www.lincolncountybopu.com)

Resume may be sent to [jojo.c@lincolncountybopu.com](mailto:jojo.c@lincolncountybopu.com)

All descriptions have been reviewed in an attempt to illustrate the jobs functions and basic duties. In no instance should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by the utility Board as deemed appropriate.