

## GENERAL SUPERINTENDENT - DRAIN MAINTENANCE

GENERAL STATEMENT OF DUTIES: Provides oversight, direction and training to the Drain Maintenance Superintendent and Drain Maintenance Supervisor. Works under the direction of the Drain Commissioner.

### STATEMENT OF TASKS:

Provides oversight to the daily operations of the Drain Maintenance to ensure efficient and effective operations;  
Trains staff as needed, provides direction, guidance and acts as a resources to new staff and supervisory staff;  
Provides direction in determining materials needed and directs the purchase of materials to ensure crews, job sites, etc. are properly equipped.  
Ensures drains are inspected adequately and appropriate maintenance and repairs are performed;  
Reviews drain maintenance work in progress and upon completion for quality, safety and efficiency of operation;  
Ensures that there are supplies and materials on hand and that all vehicles are in proper working order and that employees have appropriate operating licenses;  
Oversees utility notification for construction projects in the area complying with appropriate statutes;  
Completes required reports and forms including but not limited to materials utilized on a job site, material reorder, recording daily work, payroll records, required purchasing information for review by accountant, etc.;  
Investigates complaints concerning drainage problems and assigns priorities;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public work construction and maintenance practices;  
Thorough knowledge of safety practices in the construction field;  
Ability to manage maintenance activities including employees, equipment and material within the standard operation procedures;  
Ability to analyze drain systems including construction materials and cost control;  
Ability to supervise staff;  
Ability to communicate orally and in writing;  
Ability to utilize tact and courtesy when dealing with the public;  
Ability to attend work regularly and work under stressful conditions.

General Superintendent – Drain Maintenance

MINIMUM QUALIFICATIONS:

Ten (10) years experience in the Genesee County Drain Maintenance Department;

-AND-

Five (5) years experience as a Genesee County Drain Maintenance Supervisor;

  
Human Resources Director

Established: June 18, 2014