

# **WATER, SEWER AND GAS SUPERINTENDENT**

**OPENING DATE: March 18, 2020**

**CLOSING DATE: Until Filled**

The City of Holly Springs Utility Department is accepting applications to fill the position of Water, Sewer and Gas Superintendent.

## **I. Job Summary**

Responsible for planning, coordination, supervision, inspection, maintenance, and construction of water and gas distribution and sewage collection and treatment systems. Supervises support services including, meter reading, facility location, right of way maintenance, warehouse operation, and vehicle maintenance. Supervises staff with responsibility for employment-related decisions or recommendations that include hiring, training, evaluating performance, and disciplining.

## **II. Duties and Responsibilities**

Essential duties and responsibilities include those listed below and may be supplemented, as necessary. Reasonable accommodations may be made in accordance with the Americans with Disabilities Act (ADA). Other duties may be assigned, as indicated below.

1. Oversees planning, coordination, supervision, inspection, maintenance, and construction of water, sewer and gas systems.
2. Supervises support services including, meter reading, facility location, right of way maintenance, warehouse operation, and vehicle maintenance.
3. Designs and/or determines system requirements of water, sewer and gas facilities.
4. Ensures compliance with HSUD, local, state, and federal standards, requirements, and procedures.
5. Conducts regularly scheduled safety meetings and job site inspections to ensure that crews work in a safe and efficient manner in compliance with safety rules, regulations and procedures.
6. Determines work schedules and personnel requirements to meet operational needs, including planned and emergency overtime.
7. Oversees vehicle preventive maintenance program.
8. Responds to questions and concerns regarding service requirements, billing, right of way maintenance, and quality of service issues.
9. Institutes appropriate processes, procedures, and other measures to ensure meter reading accuracy.

10. Confers with contractors and engineers concerning plans, specifications, and quality of work performed.
11. Coordinates and/or oversees training for staff, including apprenticeship program(s).
12. Recommends, advertises, and evaluates bid proposals related to utility purchases, contracts, projects, and related services.
13. Recommends purchases, including materials, supplies, and equipment for water, sewer and gas and support services.
14. Develops, recommends, and monitors budget for Water, Sewer, Gas and support services,
15. Supervises staff with responsibility for employment-related decisions or recommendations that include hiring, training, evaluating performance, and disciplining,
16. Stays abreast of changes in design and construction of Water, Sewer and Gas systems.
17. Responds to emergencies on a 24/7 basis, as required
18. Perform other duties as assigned.

### **III. Qualifications**

High School Diploma or General Educational Development (GED) plus ten (10) years experience in water, sewer and gas utility operations; or Bachelor's Degree in a related field and five (5) years related experience; or equivalent combination of education and experience, Leadership experience overseeing employees and/or projects. Knowledge of construction materials, practices and techniques. Ability to read and interpret construction plans and specifications. Basic computer skills. Knowledge of safety requirements, procedures, and practices, Commitment to safety in all aspects of the job. Effective communication (oral and written), interpersonal skills, conflict resolution, analytic, administrative, and public relations skills. Knowledge and use of construction tools and equipment related to construction and maintenance of water, sewer and gas distribution systems, Knowledge of applicable local, state, and federal laws and regulations. Ability to understand and apply city and county codes, ordinances, and regulations governing construction projects, Ability to plan and carry out multiple assignments. Project coordination experience. Ability to hire, train, and supervise staff. Valid Mississippi driver's license.

### **IV. Work Environment**

The following are representative of the environmental conditions in which an employee works while performing the essential functions of this job.

The work is performed inside under normal office conditions and outside under varying conditions, including time spent at construction sites. Talking and hearing are necessary in communicating with others. Mobility to and from various work areas and external facilities is required. Physical activities include sitting, walking on varying terrains, bending, crouching, kneeling, reaching, standing, pushing, pulling, stooping, and moderate lifting.

The noise level is normal for an office work environment and varies when working outside or at external facilities. Effective vision (near and far) and the ability to distinguish colors are required. Physical stamina is required.

Employment applications are available to apply online or print at [www.hollyspringsmsus.com](http://www.hollyspringsmsus.com).

Applications and resumes can also be mailed to:

**City of Holly Springs Human Resources Department  
Attn: Yolanda Carter  
1180 Highway 311 North  
Holly Springs, MS 38635**

**THE CITY OF HOLLY SPRINGS UTILITY DEPARTMENT IS AN EQUAL OPPORTUNITY  
EMPLOYER**