**Position Description**

**Position Information: Deputy General Superintendent**

Classification Title: Deputy General Superintendent of Engineering and Services (Z0090)

Agency Code & Title: Sewerage and Water Board of New Orleans

Organization Code & Title: 1000 – General Superintendent

**Position Description: Deputy General Superintendent**

The Deputy General Superintendent of Engineering and Services is a competent and skillful engineer whose primary responsibilities include supporting the General Superintendent in the efficient administration, operation and control of the SWBNO Engineering and Services Enterprise, which provides engineering, environmental, and business/program management support for the other SWBNO divisions under the purview of the General Superintendent. Work includes supporting the management of the overall operations and resources of the General Superintendent’s Office (GSO) of the SWBNO including the divisions of Engineering and Construction, Environmental Affairs, Program Management, and the Joint Infrastructure Recovery Roads (JIRR) unit. Maintains policy and provides routine oversight, coordination, and support to Division leads to ensure that organizational goals are achieved. Reviews and analyzes complex engineering reports, maintains regulatory compliance, assists with coordination of all relevant internal and external organizations. The Deputy General Superintendent may act in the place of the General Superintendent in the latter’s absence, and other duties as necessary.

Reports directly to the General Superintendent, supporting all roles and responsibilities as necessary.

**Examples of Duties Performed - Duties may include but are not limited to the following:**

* Oversees and reviews work of multiple bureaus/divisions, including staff of professional, technical, and clerical employees
* Monitors management controls to ensure safe work practices, work quality and accuracy; ensures compliance with applicable regulations, rules, policies, and procedures
* Responsible for the maintenance of policies and procedures (including Standard Operating Procedures, SOPs) across all divisions within the Engineering and Services enterprise
* Assists in providing strategic and tactical guidance to managers
* Interprets and applies applicable regulations
* May assign programs, projects, and work of all s divisions within the Engineering Services enterprise
* Continuously monitors and evaluates the efficiency and effectiveness of current policies and procedures
* Negotiates and resolves sensitive and controversial issues; Acts as liaison with other divisions, outside agencies, committees, and/or boards as assigned.
* Maintains relevant information, issues, initiatives, etc.
* Ensures Enterprise operating and capital goals, objectives, and key milestones are achieved on time and within budget
* Examines, checks, and verifies complex statistical and operating reports for completeness, adequacy, and accuracy, personally following up the more complicated discrepancies
* Coordinates agency-wide projects and programs and reconciles the interdependencies among them

## Qualifications:

* A Bachelor's Degree from an accredited college or university with a major in an Engineering Discipline (Mechanical Engineering, Civil Engineering, or Electrical Engineering degree preferred), or related technical field that lends itself to the management of a large utilities operation.
* Minimum ten years of experience with engineering, environmental, and program management support activities for a utilities-related organization.
* Minimum six years of experience in a supervisory role.
* Registration as a Professional Engineer (PE) and current license to practice in Louisiana.
* NOTE: Official college transcript or original college diploma and license registration must be

presented at the time of hire. Out-of-state PE registrations are acceptable. However, any applicant who is not registered as a professional engineer in Louisiana must, if hired, show proof of such registration within the first 6 months of hire.

**Knowledge, Skills, and Abilities:**

* Knowledge of utilities operations and related engineering activities for water treatment and distribution, wastewater collection, power systems, and stormwater management.
* Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
* Knowledge of the application of environmental regulations and program management to a utilities organization.
* Knowledge of power systems and related engineering activities is desired.
* Considers the relative costs and benefits of potential actions to choose the most appropriate one.
* Skillful management of a large staff of professional, technical, and clerical employees.
* Assists the SWBNO emergency response to ensure continuous services of sewer, water, drainage, and power.
* Directs or commands employees within the Operations Enterprise by issuing work and instruction as needed.
* Maintains the framework, as provided by the General Superintendent, to achieve future goals, objectives, and plans for SWBNO.