



## **Nueces County Drainage District No. 2**

603 East Avenue A  
Robstown, Texas 78380  
(361) 387-4015 [info@ncdd2.com](mailto:info@ncdd2.com)

### **POSITION TITLE: District Superintendent**

### **REPORTS TO: Nueces County Drainage District No. 2 Board of Commissioners**

#### **Position Summary**

Under the direction of the Nueces County Drainage District No. 2 Board of Commissioners, this position oversees the daily operations of field personnel, supervisors, and support staff, performing maintenance, construction, and repairs of the storm water drainage systems and related infrastructure situated within the district's 106 square mile area. Responsible for the full range of supervisory activities including the training, evaluation, counseling, and recommendation for dismissal.

#### **Minimum Qualifications**

- Graduation from an accredited high school or equivalent, plus 8 years of increasing responsibilities in a position with a city, county, or general contractor in construction, including 5 years of increasing responsibilities in the management, operation, and maintenance of storm water infrastructure and two (2) years of supervisory experience of managing construction and maintenance staff and the required related field equipment.
- Graduation with a Bachelors' degree in a related field from an accredited University, may substitute for the non-supervisory experience up to a maximum of four (4) years.

#### **Primary Duties and Responsibilities**

The primary duties and responsibilities, pursuant to the Americans with Disabilities Act, may include the following:

1. Manages the day-to-day operations of field personnel, and related support staff, for the maintenance, repair, and construction of the district's storm water drainage systems to reduce flooding, minimize & repair erosion, and improve the quality of storm water.
2. Oversees and manages the inventory of materials, supplies, and equipment to ensure an adequate quantity is available for planned tasks, operations, and projects.
3. Coordinates with appropriate project personnel and provides feedback regarding operations, materials, equipment, and personnel. Develops work-site plans for significant construction and maintenance activities.
4. Conducts independent inspections of projects for quality control and ensures work standards adhere to regulations, policies, and procedures.
5. Acts as a liaison between the District, Engineer, Contractor, and property owners along the drainage infrastructure route during construction, supervising and reporting on progress to the Board of Commissioners.
6. Completes final inspections, prepares or secures as-built record drawings, if not provided by the Engineer as part of his duties.
7. Investigates complaints, or problems with drainage infrastructure, from landowners, consulting with the District's Engineer(s) as may be necessary.
8. Estimates job costs for work orders. Monitors budget for daily tasks, work orders, and general operations.
9. Prepares annual operations budget for the field drainage operations.

10. Ensure proper training and guidance is provided for field personnel, and support staff, including periodic OSHA safety training.
11. Prepares correspondence and reports for distribution to the Board of Commissioners. Attends Board of Commissioners meetings and provides monthly updates. Reviews daily work sheets, equipment reports, accident, safety, and incident documentation.
12. Represents the District onsite during construction of the District's capital projects, and those in progress by private contractors undertaking projects by private developers.

#### **Experience / Work Complexity**

- Accountability & Decision-Making Authority
  - Accountable to the Board of Commissioners
  - Exercises substantial discretion in conducting day-to-day activities.
  - Must fulfill complex regulatory & safety compliance requirements.
- Equipment Operation / Materials handling / Safety Measures
  - General office environment.
  - Outside work in construction sites.
  - Works regularly with a full range of office equipment including computers.
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#### **General Benefits**

- Health Insurance
- Retirement Plan
- Paid time off
- Professional development opportunities
- Effort and Working Conditions
  - **Work hours:** 7:30 a.m. to 4:30 p.m.
  - **Regular Meeting hours:** Regular Meetings are scheduled at 6:00 p.m. monthly.
  - **Special Meeting hours:** Special Meetings may be held during normal business hours or at 6:00 p.m.
  - **Salary:** is based upon candidate experience and qualifications, as well as market and business considerations
  - **Pay Range:** \$70,000 to \$74,000.
  - **Location:** 603 E. Ave A Robstown, TX 78380
  - **Employment Type:** Full-Time
  - **Equal opportunity Statement:** We are an equal opportunity employer.
  - **Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to: [www.info@ncdd2.com](mailto:www.info@ncdd2.com)
  - Ability to manage tight deadlines and multiple tasks on an on-going basis.
  - In the event of a disaster, or event requiring regional support to area cities, counties, or State of Texas or a federal government agency, extended hours of work, beyond the standard work week, may be required to provide disaster recovery services as directed by the Board of Commissioners.
- Communications / Contacts
  - Substantial communications with staff, consultants, Nueces County, City of Robstown, and frequent contact with the public.

#### **Knowledge, Skills, and Abilities**

The District Superintendent must be able to demonstrate skillsets, abilities, and experience and be able to explain, with or without, reasonable accommodation, that the essential functions of the job can be performed.

- General knowledge of Federal, State and Local Laws.
- Knowledge of the Drainage District's practices, policies, and procedures.
- Skills in using computers and software.

- Ability to effectively supervise the daily ongoing activities of a drainage maintenance workforce including performance monitoring, attendance management, and Occupational Health & Safety compliance.
- Ability to work with frequent interruptions and changes in priorities.
- Knowledge of and experience in construction and rehabilitation projects, construction cost, and scheduling and phasing storm drainage systems improvements.

**Physical Requirements**

- Able to lift and carry up to ninety (35) pounds; Frequent walking, standing, sitting; turn head and trunk, move about on smooth surfaces, and reach, twist, and bend. Good hearing and vision. Manual dexterity and mobility; and occasionally perform manual labor.

**Licenses and Certifications Required**

- Texas Operator Driver License.