



## NUECES COUNTY DRAINAGE DISTRICT NO. 2

Job Description: Superintendent

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### **SUMMARY**

Manages local office of the Nueces County Drainage District No. 2 (NCDD2) to provide the public or other individuals with designated services, implement laws, codes, programs, or policies by performing the following duties personally or through subordinate supervisors.

### **ESSENTIAL JOB FUNCTIONS, KNOWLEDGE, SKILLS, AND ABILITIES FOR THE POSITION:**

- \* Will be responsible for engineering, designing, constructing, maintenance, and rehabilitation of bridge and drainage improvements.
- \* Supervises the evaluation of equipment and material bids and contract proposals, makes recommendations to NCDD2 commissioners for approval or disapproval
- \* Reports to NCDD2 commissioners.
- \* Will be responsible for overseeing office staff, payroll, purchase orders, and spending
- \* Receives and responds to complaints from the public.
- \* Receives and responds to complaints from NCDD2 employees.
- \* Develops the NCDD2 operational goals and objectives.
- \* Directs NCDD2 employees on all projects.
- \* Works closely with personnel from state, city, and county agencies, private surveyors, private engineers, and the general public.
- \* In the case of emergencies may have to operate heavy equipment.
- \* Must be available in the event of hurricane or other natural disasters.
- \* Prepares plans and specifications for bridge and drainage work.
- \* Recommends prospective employees to the commissioners. Disciplines and evaluates the performance of employees.
- \* Represents the NCDD2 at the commissioner's meetings and public meetings.
- \* Performs such duties as may be assigned by commissioners.
- \* Supervises daily activities of all NCDD2 employees.

- \* May have to standby on weekends, holidays, and after hours in case of an emergency.
- \* Knowledge of drainage and bridge construction and maintenance of projects.
- \* Knowledge of effective design and construction management techniques.
- \* Knowledge of reconstruction techniques and knowledge of budgetary practices.
- \* Skill in planning and directing a variety of drainage projects.
- \* Skill in communicating effectively both verbally and in writing.
- \* Skill in interpersonal relations as applied to contacts with representatives of other agencies, public officials, consultants, and the public.
- \* Prepares reports on office activities required by NCDD2 commissioners.
- \* Directly supervises Office Staff. Carries out supervisory responsibilities in accordance with the NCDD2 policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; **maintaining** the work structure by updating job requirements and job descriptions for all positions.
- \* Maintain organization staff by conducting and analyzing exit **interviews**, recommending changes.
- \* Prepare employees for assignments by establishing and conducting orientation and training programs.
- \* Maintains a pay plan by conducting periodic pay surveys, recommending, planning, and implementing pay structure revisions.
- \* Scheduling and conducting job evaluations.
- \* Demonstrates required skills; adapt to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.
- \* Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- \* Delegates work assignments; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition to others.

- \* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- \* To perform this job successfully, an individual should have knowledge of accounting software, knowledge of Microsoft Access, Word, Excel, PowerPoint, Publisher, and Outlook.

**REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/ OR LICENSE:**

Bachelor's degree in civil engineering or a closely related field plus ten years of industrial experience, preferably for a government entity or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Valid Texas Driver's License

**DISCLAIMERS**

**THE JOB DESCRIPTION IS:**

- 1. INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THOSE ASSIGNED TO THIS JOB TITLE. IT IS NOT INTENDED TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, SKILLS, AND BEHAVIORS IN REGARD TO THIS JOB.**
- 2. NOT AN EMPLOYMENT AGREEMENT OR CONTRACT, ALL EMPLOYMENT IS AT-WILL. NUECES COUNTY DRAINAGE DISTRICT NO. 2 HAS THE EXCLUSIVE RIGHT, WITHIN ITS DISCRETION, TO ALTER THIS JOB DESCRIPTION AT ANY TIME WITHOUT NOTICE.**
- 3. INTENDED TO DESCRIBE THE ESSENTIAL FUNCTIONS OF THE POSITION THAT A QUALIFIED INDIVIDUAL MUST BE ABLE TO PERFORM, EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION.**  
**NUECES COUNTY DRAINAGE DISTRICT NO. 2 IS AN EQUAL OPPORTUNITY EMPLOYER. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, NUECES COUNTY DRAINAGE DISTRICT NO. 2 WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH THE EMPLOYER.**

**NOTE: THIS POSITION IS SUBJECT TO PRE-EMPLOYMENT PHYSICAL. THE POSITION IS ALSO SUBJECT TO PRE-EMPLOYMENT DRUG SCREEN TESTING AND POST-EMPLOYMENT DRUG SCREEN TESTING. APPLICANTS MAY BE REQUIRED TO SUCCESSFULLY COMPLETE A BACKGROUND INVESTIGATION WHICH MAY INCLUDE BUT IS NOT LIMITED TO: CRIMINAL HISTORY, DRIVING RECORD, AND EMPLOYMENT HISTORY.**