

City of Hawkinsville Position Opening

Water Distribution Superintendent

This position is responsible for planning, managing, and directing the overall operation of the department.

Major duties include, but are not limited to:

- Manages the operations of the water distribution system for the city.
- Supervises and assists in installing water and sewer mains and making water and sewer taps.
- Supervises and assists in replacing or repairing broken or damaged water and sewer lines.
- Oversees water metering operations; replaces/repairs broken water meters.
- Installs new fire hydrants; repairs/replaces broken fire hydrants.
- Supervises and assists in routine flushing of fire hydrants.
- Operates various equipment such as backhoe, loader, trenching machine, drill, air compressor, air hammer, concrete saw and other heavy equipment necessary to repair the system.
- Order materials and supplies for the department.
- Trains, supervises, counsels and evaluates staff.
- Develops and implements operating policies and procedures and short- and long- term plans for the department.
- Develops the annual departmental budget; monitors expenditures under the current budget.
- Prepares paperwork necessary to work on state-owned right-of-ways; prepares other paperwork as necessary.
- Oversees the maintenance of all departmental records.
- Reviews all departmental work to ensure compliance with procedures and to assess efficiency and effectiveness.
- Performs other duties as assigned.

Knowledge Required by the Position:

- Knowledge of relevant federal, state and local codes and regulations.
- Knowledge of the operations of a water distribution system.
- Skill in locating and repairing leaks in water and sewer lines.
- Skill in management and supervision.
- Skill in operating such equipment as a backhoe, jackhammer, concrete saw, air compressor, trenching machine and loader.
- Skill in utilizing various tools and equipment used in the installation, maintenance and repair of water and sewer systems.
- Skill in oral and written communication.
- Principles of municipal budget preparation and control.

Qualifications:

- High school diploma or GED
- Valid driver's license
- Possession of, and ability to maintain, certification of a GA Water Distribution Operator
- Five years of responsible water distribution system operation and customer service experience including two years of administrative and/or lead supervisory experience.

Ability to:

- Interpret and explain City water billing policies and procedures.
- Provide technical advice on all operational matters including meter reading and customer service.
- Prepare clear and concise reports.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Applications may be picked up at City Hall located at 96 Board Street, Hawkinsville, GA 31036 or they can be printed from our website located at <http://hawkinsville-pulaski.org/news/employment-opportunities/>.