

ELECTRICAL SERVICES/TELEMETRY SUPERINTENDENT

Public Works | Telemetry



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Telemetry Superintendent is responsible for overseeing the daily operations, maintenance, and development of all parish telemetry and SCADA systems.

JOB OVERVIEW

PAY TYPE

Exempt (Salaried)

SCHEDULE

Monday to Friday

LOCATION

Public Works – North Campus

REPORTS TO

Public Works Director

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Combination of office-based administrative tasks and frequent fieldwork at pump stations, job sites, and other infrastructure locations, often in varying weather conditions and during emergency response situations.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be required to ensure system reliability, support infrastructure improvements, supervise staff, and collaborate with internal departments, contractors, and the public to ensure effective service delivery and operational efficiency.

The Telemetry Superintendent also plays a critical role in ensuring regulatory compliance, safety standards, and emergency preparedness across all Telemetry Division activities.

JOB DUTIES

- Oversee the daily operations, maintenance, and performance of the parish's telemetry and SCADA systems, ensuring all components function reliably and efficiently.
- Supervise and coordinate division personnel, assigning work tasks, providing guidance, and ensuring all responsibilities are completed in accordance with departmental goals and timelines.
- Conduct daily meetings with the Operations Manager, Operation Supervisors, and field crews to communicate assignments, monitor progress, and address operational challenges.
- Respond to public inquiries and concerns related to telemetry services, ensuring prompt resolution and high standards of public service.
- Receive and process work orders, assign tasks through the MGO system, and update planners and records accordingly.
- Review and authorize invoices and purchase orders related to division operations; maintain cost control in alignment with approved budgets.
- Coordinate with contractors and vendors regarding current and future projects; conduct on-site inspections to verify compliance with project specifications and quality standards.
- Prepare and submit comprehensive weekly reports to the Public Works Operations Manager; identify infrastructure requiring significant repairs or upgrades.
- Attend scheduled progress meetings, safety meetings, and other departmental or interdepartmental gatherings as required.
- Enforce and monitor compliance with all safety regulations; lead the division's safety program and implement enhancements as needed.
- Manage division staffing, including recruitment, interviews, onboarding, training, performance evaluations, promotions, and disciplinary actions.
- Develop and oversee preventative maintenance programs to ensure the longevity and performance of all telemetry equipment and infrastructure.
- Evaluate and improve organizational structure and operational procedures to enhance efficiency and effectiveness.
- Maintain direct communication with the Public Works Operations Manager and Director regarding operational issues, personnel matters, and strategic planning.

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JOB DUTIES CONTINUED

- Collaborate in the preparation and management of the annual division budget; identify and recommend capital equipment and technology upgrades.
- Monitor fire extinguisher inspections and other safety compliance items to ensure adherence to local and federal standards.
- Inspect new pump station installations for adherence to engineering plans and technical requirements.
- Oversee repairs and maintenance of Aids to Navigation and related telemetry systems.
- Participate in annual training, including ethics, diversity, and sexual harassment prevention, and ensure division-wide compliance with all required training.
- Perform other duties as assigned by Public Works Director.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Demonstrates the ability to guide and develop staff, foster a collaborative team environment, and make sound decisions that align with organizational goals and operational priorities.
- **Time Management:** Skilled in prioritizing and coordinating multiple tasks, projects, and deadlines to ensure timely and efficient completion of daily and long-term objectives.
- **Analytical Skills:** Proficient in evaluating system data, identifying trends or faults, and developing strategic solutions to enhance telemetry system performance and reliability.
- **Communication Skills:** Capable of conveying technical and operational information clearly and professionally to staff, contractors, regulatory agencies, and the public.
- **Organizational Skills:** Adept at managing complex workflows, maintaining accurate records, tracking maintenance schedules, and overseeing procurement and budgeting processes.
- **Technical Skills:** Comprehensive knowledge of telemetry and SCADA systems, including the ability to troubleshoot equipment, oversee software functionality, and ensure compliance with technical specifications. Strong computer skills are essential, including proficiency in data entry, digital work order systems, and the ability to learn and navigate specialized software relevant to public works and infrastructure management.
- **Qualifications:**
 - High school diploma or GED required; additional technical training or certification in SCADA systems, automation, or public works operations is highly desirable.
 - Minimum of five (5) years of hands-on experience working with automation and SCADA systems, including system monitoring, troubleshooting, and maintenance.
 - At least two (2) years of supervisory or management experience in a related technical or public works environment.

