

OPERATIONS SUPERVISOR

- CANALS, LATERALS & LEVEES

Public Works | Forced Drainage



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Operations Supervisor – Canals, Laterals & Levees is responsible for overseeing the inspection, maintenance, and operation of the parish drainage system, including levees, canals, bayous, lateral ditches, flood gates, and related infrastructure.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Tuesday to Friday

Must be willing to work extra hours as needed and shift work may be required.

SHIFT

7 a.m. to 5:30 p.m.

LOCATION

Public Works – North Campus

REPORTS TO

Forced Drainage Superintendent

PHYSICAL DEMANDS

Lift over 50 lbs. (heavy)

WORK ENVIRONMENT

Primarily of outdoor fieldwork performed at drainage facilities and job sites throughout the parish in varying and sometimes adverse weather conditions, with extended hours required during emergency and storm response operations.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license—
Commercial Driver's License preferred

In this role, the incumbent will be expected to oversee and coordinate the inspection, maintenance, and daily operation of the parish drainage system by supervising work crews, scheduling and monitoring drainage activities, and ensuring safe, efficient, and timely maintenance of drainage infrastructure.

The Operations Supervisor also serves as a Tier 1 responder and participates in emergency and storm response operations, including working extended hours as required during storm events and disaster situations.

JOB DUTIES

- Conduct routine inspections of levees, canals, bayous, lateral ditches, flood gates, and related drainage infrastructure to assess condition and identify maintenance needs.
- Develop, implement, and adhere to scheduled maintenance plans for all assigned drainage facilities.
- Assign, dispatch, and oversee daily work activities of assigned crews to ensure efficient and effective operations.
- Monitor work in progress through regular jobsite visits to verify quality, safety compliance, and adherence to schedules.
- Prepare, review, and submit accurate daily work reports documenting labor, equipment usage, and work completed.
- Assist with onboarding, training reinforcement, and performance feedback for assigned employees, including documenting performance or disciplinary issues when required.
- Oversee daily maintenance of parish-owned equipment and coordinate or recommend major repairs to the Forced Drainage Superintendent.
- Oversee tracking and control of tools, materials, and equipment assigned to crews to reduce loss, ensure availability, and support budgeting decisions.
- Generate work orders for upcoming projects, coordinate utility locates through 811, and identify required materials, tools, and equipment.
- Ensure all equipment is properly maintained, serviced, and reported in accordance with departmental standards.
- Recommend the requisition and purchase of materials, supplies, tools, and equipment necessary to support operations and budget planning.
- Enforce all applicable safety rules, policies, and regulations; address safety concerns promptly and ensure corrective actions are implemented.
- Respond to and professionally address citizen inquiries, complaints, and concerns, including meeting with the public at job sites when required.
- Review work orders and operational needs on a weekly basis to plan upcoming assignments and identify tool or equipment repair needs.
- Ensure crew participation in required monthly safety meetings.
- Oversee pre-storm inspections, debris removal, and readiness checks of drainage infrastructure and equipment prior to forecasted storm events.

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JOB DUTIES CONTINUED

- Conduct regular reviews of Samsara vehicle footage to monitor employee driving behavior, identify and document unsafe practices, provide coaching or corrective action as needed, and collaborate with Risk Management to address recurring issues and promote a culture of safe driving.
- Review and approve Absence Requests, FAST forms, and employee timecards submitted through TeamTPCG to ensure accuracy, compliance with policy, and timely processing.
- Participate in quarterly One-on-One meetings with Supervisor.
- Conduct quarterly One-on-One meetings with each subordinate to ensure alignment on responsibilities and expectations, track progress, identify areas for support or development, and facilitate meaningful feedback and goal setting.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to effectively lead and supervise work crews by providing clear direction, ensuring accountability, promoting teamwork, and enforcing safety and performance standards.
- **Time Management:** Effectively prioritizes and coordinates inspections, work orders, and crew assignments to ensure daily operations and maintenance schedules are completed efficiently.
- **Analytical Skills:** Exercises sound judgment in evaluating drainage system conditions, equipment performance, and jobsite issues to identify maintenance needs and recommend corrective actions.
- **Communication Skills:** Communicates clearly and professionally with supervisors, crew members, contractors, and the public through verbal instruction, meetings, and written documentation.
- **Organizational Skills:** Maintains accurate and timely schedules, work orders, reports, and records while coordinating personnel, equipment, materials, and maintenance planning.
- **Technical Skills:** Demonstrates working knowledge of drainage system operations, heavy construction and maintenance equipment, applicable safety practices, and the use of digital tools including iPad, Microsoft 365, Planner, and SharePoint for electronic reporting, work order tracking, scheduling, and documentation management.
- **Qualifications:**
 - High School Diploma or GED Certificate
 - Minimum of two (2) years of experience in drainage maintenance, public works operations, or a closely related field, with prior supervisory experience preferred.

