

## Henderson County Water District

Title of Position: Superintendent

Department: Administration

Title of Immediate Supervisor: Board of Commissioners

Date Revised: May 29, 2013

**Scope of Responsibilities:** The Superintendent is responsible for the entire operation of the Henderson County Water District. The Superintendent plans, initiates, and supervises all programs and operations performed by the District. Responsibilities cover the full scope of work for the District.

**General Duties and Responsibilities:** Superintendent is responsible for directing, administering, and coordinating all operational, engineering, maintenance, construction, and financial activities of the District's operation. This person has responsibility for developing and achieving short and long term objectives in accordance with District policy, sound engineering principles, safety consciousness, and federal, state (Division of Water and Public Service Commission) and local regulatory requirements.

Superintendent reviews and approves all proposed construction projects, recurring maintenance programs and insures completion as proposed. This person also reviews and approves the establishment and implementation of pertinent training classes. They also provide supervision of financial affairs of the District operation including the development and review of accounting policies and procedures, review of monthly expenditures and encumbrance reports, analysis of revenue, expenditure and cash forecasts.

The Superintendent is responsible for coordination of all facets of the District's operations including the following:

- Day-to-day operations
- Implementation of approved projects
- Customer Service
- Public Relations
- Budgeting and Fiscal Management

Employee Relations, including areas of morale and motivation  
Short term and long range planning related to the on-going viability of  
the District

This job description does not necessarily include all duties assigned.

**Desirable Knowledge, Abilities, and Skills:** Superintendent should demonstrate significant knowledge of all phases of the District's operation. Moreover, this individual should demonstrate the ability to deal with employees, customers, the general public, and all governmental agencies.

**Desirable Education/Qualification:** Desirable education and/or qualifications include a degree in Civil Engineering, Management, or Public Administration. Significant experience in water utility management, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities necessary. Must have a valid Kentucky Driver's License. Must be able to obtain Kentucky Class III operators license for Distribution.

**Desirable Experience and Training** Extensive experience of a progressively responsible nature in the supervision of varied office work, including experience in connection with a utilities' business office, a degree from a college or university of recognized standing with major work in accounting, business administration or engineering, or anyh equivalent combination of experience and education which provides the required knowledge, skill, and abilities. A minimum of five (5) years in a supervisory position required.

**Physical Demand:** Generally Sedentary

**Work Environment:** Generally climate controlled. Some outdoor work.  
Travel