



**Code: 5985**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Engineering, Designing and Construction

Series: General Engineering

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## **CLASS TITLE: GENERAL SUPERINTENDENT OF WATER MANAGEMENT**

### **CHARACTERISTICS OF THE CLASS**

Under direction, reports directly to the Superintendent in the Construction Division OR the Maintenance and Repair Division within the Bureau of Operations and Distribution. Accountable for the management of skilled trades and laborer personnel and work operations within a district, directing the new construction OR maintenance and repair of the City's sewer pipelines and water distribution system, and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises District and Assistant District Superintendents responsible for the day to day work operations of a district's repair and maintenance or new construction functions
- Participates in the planning and scheduling of water and sewer jobs, ensuring that manpower, materials and equipment resources are efficiently utilized and that departmental new construction or repair and maintenance objectives are met
- Monitors the progress of large scale projects, reviewing job status reports and inspecting work in progress to ensure work crews comply with safety standards and that completed work meets established quality standards
- Coordinates district's response to emergency repair jobs relating to breaks or disruptions in water or sewer mains, ensuring the timely response of work crews and the proper coordination with other utilities and other city departments
- Communicates with elected officials and community groups regarding sewer or water repair projects in their wards and communities
- Monitors and evaluates the work of private contractors to ensure projects comply with contract specifications, are completed on schedule, and are within budget
- Makes recommendations regarding modifications to contracts for water and sewer construction or repair work done by contractors and approves payment to contractors for work completed
- Ensures work crews are trained on all relevant safety standards and procedures
- Participates in the development and implementation of performance management work measures, objectives and standards
- Oversees the preparation of and completes staff performance appraisals, and initiates and administers disciplinary actions as required
- Prepares work reports detailing accomplishments and objectives met

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Nine years of general construction work experience preferably in the areas of water, sewer or underground utilities construction, including a minimum of five years of management / supervision of large operations involving multiple crews performing water main OR sewer pipeline repair, maintenance or new construction installation work

**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois driver's license is required

**WORKING CONDITIONS**

- General office environment
- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)

**PHYSICAL REQUIREMENTS**

- Ability to stand or walk for extended or continuous periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \*municipal sewer or water distribution systems
- \*equipment and materials specific to sewer or water distribution systems
- \*methods and procedures applicable to repair and maintenance of water mains, valves, hydrants, catch basins and other appurtenances
- \*use of safety equipment and protective gear
- \*excavation and backfilling methods, practices and procedures

Moderate knowledge of:

- \*management and supervisory methods, practices, and procedures
- \* applicable safety and code standards specific to sewer and water distribution system repair and maintenance, including OSHA standards
- administrative methods and practices related to construction management
- preventative maintenance methods, practices and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

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- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources

December, 2010