



Code: 8352
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Street, Water, Sewer, and Disposal
Series: Water and Sewer Maintenance and Construction

CLASS TITLE: ASSISTANT DISTRICT SUPERINTENDENT

CHARACTERISTICS OF THE CLASS

Under general supervision, directs and manages work operations within an assigned district, supervising multiple work crews and monitoring work operations involving the construction, maintenance, or repair of the City's sewer pipelines or water distribution system, and performs related duties as required

ESSENTIAL DUTIES

- Directs the day-to-day water and sewer work operations in a quadrant/area within an assigned district, supervising Foreman in charge of new construction or maintenance and repair work crews working on water mains or sewer pipeline systems
- Supervises skilled trades and laborer personnel performing specific sewer or water main cleaning or repair operations including investigation, complaint, hydrant, and vector work crews
- Works with management in planning and scheduling construction or major repair projects and reviewing daily emergency requests or complaints due to water leaks or sewer and water main breaks; works with engineers to prioritize jobs and makes daily work assignments
- Reviews daily manpower reports and equipment resources and works with management in re-allocating personnel to ensure adequate manning of crews and efficiency of operations
- Inspects work sites to ensure work crews follow required safety procedures and that work sites are in compliance with departmental, federal and state safety standards and regulations
- Monitors work in progress to assess productivity and the quality of work performed by crews working on the construction or repair of sewer or water mains and their related structures including catch basins, valves, and water hydrants
- Responds to incidents and troubleshoots problems at job sites, working with resident engineers, foremen and work crews in resolving problems delaying or preventing the construction, repair, cleaning or maintenance of water and sewer mains
- Advises Superintendent level managers on the status of water and sewer main jobs in an assigned quadrant including emergency repairs that have escalated in scope and size
- Responds to complaints regarding incomplete or inadequate restoration work and ensures proper actions are taken to correct problems
- Monitors and evaluates work performance of subordinate staff; initiates and enforces disciplinary actions as required; enforces personnel rules
- Prepares a variety of productivity and performance reports

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

- Six (6) years of general construction or skilled trades work experience in the areas of water, sewer or underground utilities construction, of which two (2) years are in a supervisory role related to the supervision of work crews performing water main OR sewer pipeline repair, maintenance or new construction/installation work.

Licensure, Certification, or Other Qualifications

- A valid plumber's license issued by either the State of Illinois or the City of Chicago is required
- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

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)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communications equipment (e.g., two-way radio, multi-channel communication system)

PHYSICAL REQUIREMENTS

- Ability to walk or stand 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, including their properties and characteristics
- * methods and procedures applicable to maintenance and repair of water mains, valves, water hydrants, catch basins, and other appurtenances
- *use of safety equipment and protective gear
- *excavation and backfilling methods, practices, and procedures

Some knowledge of:

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

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

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
- *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 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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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.

City of Chicago
Department of Human Resources
September, 2010

Licensure, Certification, or Other Qualifications updated: August, 2019