



**Code: 5848**

Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Electrical Engineering

---

## **CLASS TITLE: SUPERINTENDENT OF CONSTRUCTION AND MAINTENANCE**

### **CHARACTERISTICS OF THE CLASS**

Under direction, reports directly to the Deputy Commissioner within the Bureau of Operations and Distribution Division of the Department of Water Management.

The class directs the work of General Superintendents of Water Management responsible for the management of skills 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**

- Directs and manages General Superintendents of Water Management and section staff engaged in the construction, installation, or rehabilitation of a variety of district maintenance or new construction projects
- Directs and oversees the planning and scheduling of water and sewer jobs, ensuring department initiatives are met, projects are completed on time and within budget and ensuring the safety of the water and sewer system
- Coordinates projects with other public and private agencies and ensures projects are completed according to established plans
- Oversees the coordination with City departments to ensure that all construction work that is connected to or adjacent to the water and sewer system is performed according to departmental standards
- Discusses existing and potential field conditions affecting construction activities with project engineers
- Supervises the preparation and maintenance of division records and the completion of various administrative, contractual, budgetary, and productivity reports
- Directs the receipt, storage, and delivery of equipment, materials, and supplies
- Directs the performance of periodic inspections of work in progress and implements programs designed to ensure adherence to cost estimates, project deadlines, safety practices, and to improve efficiency and effectiveness
- Provides direction to subordinate supervisory personnel responsible for executing program objectives, policies, and work plans to ensure the attainment of program goals
- Oversees the preparation of and completes staff performance appraisals, initiates employee disciplinary actions, and attends disciplinary hearings as required

**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**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Civil Engineering, Construction Management, or a directly related field plus six

**CLASS TITLE: SUPERINTENDENT OF CONSTRUCTION AND MAINTENANCE**

---

(6) years of general construction work experience in the areas of water, sewer or underground utilities construction including six (6) years of management/supervision work experience of large operations involving multiple crews performing water main OR sewer pipeline repair, maintenance or new construction installation work **OR** ten (10) years of general construction work experience in the areas of water, sewer or underground utilities construction, including six (6) years of management/supervision of large operations involving multiple crews performing water main OR sewer pipeline repair, maintenance or new construction installation work; or an equivalent combination of education, training and experience

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

**PHYSICAL REQUIREMENTS**

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

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

Comprehensive 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
- \*management and supervisory methods, practices, and procedures

Considerable knowledge of:

- \*budgetary and fiscal management practices
- properties and characteristics of materials applicable to various construction projects
- \*excavation and backfilling methods, practices, and procedures
- \*applicable safety and code standards specific to construction projects, including OSHA standards

**CLASS TITLE: SUPERINTENDENT OF CONSTRUCTION AND MAINTENANCE**

---

Moderate knowledge of:

- applicable federal, state, and local laws, statutes, regulations, and guidelines
- applicable City programs related to various construction projects and their funding guidelines
- geographical locations within the City and applicable facilities

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

**Skills**

- \*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
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- \*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
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

**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
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- 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

**CLASS TITLE: SUPERINTENDENT OF CONSTRUCTION AND MAINTENANCE**

---

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  
August, 2018