

CLASS TITLE: **Field Services Director**

CHARACTERISTICS OF THE CLASS: Under direction, the class manages a bureau, directing and coordinating field inspection, construction compliance and traffic survey activities to ensure and enforce compliance with city ordinances regarding use of the public way; and performs related duties as required.

ESSENTIAL DUTIES: Prioritizes and assigns field inspection and traffic survey work to supervisors and their staff based on urgency, complexity and staff availability; interprets and explains provisions of city codes and ordinances involving the public way to contractors and staff; ensures that inspections reports, citations and traffic surveys approved by supervisors meet quality standards and comply with city ordinances regarding the public way; manages supervisory staff who oversee the inspection of construction sites to ensure the public way is safe and clear of obstruction and directs the issuance of tickets for violations observed; develops and implements work methods and standards to improve the quality, effectiveness and timeliness of inspections and traffic surveys; directs and coordinates traffic surveys to determine the need for new or replacement traffic signs and for pedestrian or vehicular detours during construction projects; directs the development of training programs for staff; oversees and participates in performance appraisals of staff and initiates and administers corrective or disciplinary action as necessary; supervises the preparation and maintenance of unit records and correspondence and the preparation of administrative and budgetary reports; assists in developing budgets for personnel and equipment; serves as a liaison to city departments, public agencies and the general public on public way enforcement issues.

RELATED DUTIES: Attends City Council committee meetings to provide expert testimony on matters involving the public way and to recommend the approval or denial of traffic sign requests; inspects newly vacated or dedicated streets to ensure the proper installation of traffic control and parking restriction signs.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible experience in the inspection of public way construction and demolition projects, traffic flow surveys and street sign placement, including three years of supervisory experience, or an equivalent combination of training and experience.

A valid State of Illinois driver's license is required. Must have permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.

CLASS TITLE: **Field Services Director (Cont'd.)**

Knowledge, Abilities and Skill. Comprehensive knowledge of the practices and procedures of surveying traffic conditions. Considerable knowledge of laws, ordinances and codes affecting the

public way. Considerable knowledge of general construction as applied to the public way. Good knowledge of supervisory and management methods.

Ability to manage a citywide public way safety program. Ability to establish and implement work procedures and standards. Ability to gain access to work sites. Ability to deal effectively with contractors and elected officials.

Considerable skill in conducting traffic surveys and public way inspections. Considerable skill in interpreting and enforcing city ordinances regarding the public way. Good supervisory and management skills. Good oral and written communication skills. Good human relations skills.

Working conditions. Inside: General office environment. Outside: Exposure to noisy and dusty environment, inclement weather and extreme temperatures.

Equipment. Electronic level, measuring wheel, digital camera, laptop computer. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

July, 2005
City of Chicago
Department of Personnel