



**Code: 8176**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Sanitation

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## **CLASS TITLE: ASSISTANT DIVISION SUPERINTENDENT**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, assists in directing and coordinating sanitation programs for a designated district in the Bureau of Sanitation, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists Division Superintendent in directing management staff engaged in providing refuse collection and related sanitation services to residents in a designated district
- Manages resource allocation including reviewing and assessing daily manpower needs and reassigning personnel and equipment between district wards
- Coordinates work efforts with central office management to communicate district needs and reallocate resources between districts
- Conducts inspections (e.g., field, demolition) to assess district operations and level of services being provided to ward residents
- Works with Ward Superintendents to ensure that sanitation services (e.g., street sweeping, vacant lot clean-up, graffiti removal, compost collection, snow and ice removal) are properly coordinated and integrated with ongoing refuse collection operations
- Acts as liaison between Ward Superintendents and bureau managers to coordinate bureau programs in the wards
- Monitors the assignment of service requests and complaints to Ward Superintendents and reviews completed responses to ensure appropriate action and resolution
- Works with department personnel to investigate unresolved or repeated complaints or requests for services
- Assists Division Superintendent in managing administrative and personnel issues
- Compiles statistical information and prepares reports on ward operations
- Represents Division Superintendent at departmental and community meetings as required
- Drives a vehicle to survey sanitation activities in the wards and assess overall conditions in the district

**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**

- Five years of work experience in municipal refuse collection, street cleaning, or snow removal operations; 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

**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)
- Cameras and related photography equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Communication equipment (e.g., two-way radio, dispatch equipment)

**PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended or continuous periods of time
- Moderate lifting (up to 30 pounds) is required

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

Moderate knowledge of:

- \*applicable City programs (e.g., Streets and Sanitation) and their funding guidelines
- \*use of sanitation program equipment and materials

Some knowledge of:

- \*geographical locations within the City and applicable facilities
- management and supervisory principles, methods, practices, and procedures
- \*surveying and inspecting field operations
- \*material disposal methods, practices, and procedures
- \*use of safety equipment and protective gear
- \*applicable safety and code standards specific to sanitation operations, including OSHA standards

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
- \*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

- \*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

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- 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

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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  
January, 2018