



**Code: 8373**

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

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## **CLASS TITLE: DISTRICT SUPERINTENDENT OF WATER DISTRIBUTION**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, directs work operations at the District level, managing Assistant District Superintendents supervising Foremen of multiple work crews and 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**

- Manages the day-to-day water and sewer work operations in an assigned district, supervising Assistant District Superintendents overseeing Foreman on new construction or maintenance and repair work crews working on water mains or sewer pipeline systems
- Directs skilled trades and laborer personnel performing specialized sewer or water main cleaning or repair operations including investigation, complaint, hydrant, and vector work crews
- Plans and coordinates major new construction or major repair projects; works with direct subordinates and engineers to schedule and prioritize jobs
- Authorizes re-allocating personnel to ensure adequate manning of crews and efficiency of operations based on available manpower and equipment resources
- Directs the inspection of work sites to ensure work crews follow required safety procedures and compliance with departmental, federal and state safety standards and regulations
- Directs major and large scale projects, reviewing work reports against performance measures to assess productivity and adherence to established timelines on construction or repair jobs
- Responds to major incidents or problems at job sites, working with resident engineers and Assistant District Superintendents in resolving problems delaying or preventing the construction, repair, cleaning or maintenance of water and sewer mains
- Advises General Superintendent on the status of water and sewer main jobs in an assigned districts including emergency repairs that have escalated in scope and size
- Monitors and evaluates work performance of subordinate staff; initiates and enforces disciplinary actions as required; enforces personnel rules
- Participates in establishing performance measures, productivity, and quality work standards

**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**

- Seven (7) years of general construction or skilled trades work experience in the areas of water, sewer or underground utilities construction, of which three (3) 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

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- 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

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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 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

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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  
November, 2010

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