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

- Four years of work experience in municipal refuse collection, street cleaning, and 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, modems)
- 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

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

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
(Valtera Corporation)
Date: June, 2010