CLASS TITLE: Superintendent of Water Meters

CHARACTERISTICS OF THE CLASS: Under direction, directs and manages the operations of the Water Meter Division of the Department of Water; and performs related duties as required.

EXAMPLES OF DUTIES: Plans and directs the work of meter shop employees engaged in repairing, adjusting and testing water meters; oversees the testing of new meters received from vendors and the maintenance of perpetual inventory records of meters and meter numbers; directs the issuance of meters to plumbers upon presentation of permits for installation; directs meter maintenance and repairs to be made to faulty water meters on consumers’ premises and their removal to the shop for repairs where meters exceed two inches of intake; directs staff responsible for overseeing the requisitioning, receiving, issuing and accounting for materials, tools, supplies and equipment used in meter repairs; prepares and reviews specifications for procurement of water meters and related equipment.

Develops plans and procedures and implements programs to meet the City’s objective of converting mon-metered, assessed accounts to metered accounts; directs staff responsible for overseeing the installation of remote readout water meter devices in private residences; directs the preparation of the division’s annual operating and personnel budget and the preparation of budgetary and productivity reports; responds to complaints and requests for information from the general public, vendors, contractors and public officials; maintains working relationships with the heads of suburban water departments doing business with the City to schedule repairs and maintenance of the meters supplying their communities; responsible for all scrap bronze materials in the Water Meter Division.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor’s degree in Business Administration or related degree supplemented by four years of progressively responsible supervisory experience in the operations and administrative activities of water meter repair and maintenance, or an equivalent combination of training and experience.

A valid State of Illinois driver's license is required. Must have the permanent use of an automobile that is properly insured including a clause specifically insuring the City of Chicago from accident liability.
CLASS TITLE: Superintendent of Water Meters (Cont’d)

Knowledge, Abilities and Skill. Considerable knowledge of the installation, repair, design and construction of various types of water meters and conditions which affect their efficient operation. Considerable knowledge of effective management techniques and practices. Considerable knowledge of City ordinances and department regulations relating to water meter use, installation and repair.

Ability to develop and implement policies and procedures to improve efficiency in operations. Ability to plan and direct the work of subordinate employees. Ability to manage the operations of a division.

Considerable skill in analyzing and evaluating work operations. Considerable skill in the application of management practices. Excellent oral and written communication skills.

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.

January, 1991
City of Chicago
Department of Personnel
(Driver’s license added - February, 2005)