



**Code: 5049**

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Electrical and Mechanical

Series: Electrical Construction and Maintenance

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## **CLASS TITLE: SUPERINTENDENT OF ELECTRICAL OPERATIONS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, functions as a second-level supervisor, directing and coordinating the work of a General Foremen and Foremen of Lineman and their crews engaged in the installation, repair, and maintenance of electrical lighting and traffic signal equipment, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs and manages field crews engaged in the installation, maintenance and repair of traffic signals, traffic controls equipment and street, alley and viaduct lighting
- Manages and coordinates the repair, replacement and rewiring of damaged street light and traffic signal poles and replacement or installation of underground electrical cable
- Coordinates and directs personnel responsible for the cleaning and minor repair of street lights and traffic signals, the replacement of burnt out or broken lamps and the resetting of electrical time controls equipment
- Oversees and monitors the dispatching of daily work assignments to field crews and authorizes emergency repairs
- Oversees the purchasing and inventory control of electrical maintenance supplies
- Directs the preparation of management reports concerning the productivity of subordinate personnel
- Meets and confers with field crew supervisors for the purpose of assigning personnel, prioritizing work assignments and coordinating the availability of equipment and materials
- Establishes and oversees the implementation of operating policies and work standards and procedures
- Schedules and coordinates work projects and activities
- Establishes and monitors goals and objectives for field crew assignments, ensuring productivity and quality standards are met
- Directs on-site inspections to ensure the quality and timeliness of work and to ensure that staff follow proper safety procedures

**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**

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or a directly related field, plus five (5) years of experience in infrastructure, construction or electrical operations, of which two (2) years are in a supervisory role related to the responsibilities of the position 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
- Exposure to loud noise, fumes or dust, oily or wet environment

**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)

**PHYSICAL REQUIREMENTS**

- Ability to stand and walk for extended or continuous periods of time
- Ability to climb staircases, ladders, and/or step stools
- Ability to operate automotive vehicles and associated equipment

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

Advanced knowledge of:

- \*principles, work methods and techniques of the electrical trade
- \*repair, maintenance, and preventative maintenance methods, practices, and procedures applicable to the electrical trade
- \*applicable safety and code standards specific to the electrical trade (e.g., National Electrical Code, OSHA standards)
- use of safety equipment and protective gear

Considerable knowledge of:

- \*applicable test instruments and hand and power tools
- \*equipment and materials specific to the electrical trade
- \*electrical regulations and requirements found in the City of Chicago's municipal code

Moderate knowledge of:

- \*supervisory principles, methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*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
- \*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

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- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Foreman of Lineman class

**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
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Foreman of Lineman class

**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

Other characteristics as required for successful performance in the Foreman of Lineman class

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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 Resource  
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