



**Code: 6139**

Family: Operational Engineering  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Sub-Professional Engineering

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## **CLASS TITLE: FIELD SUPERVISOR**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, supervises staff engaged in performing traffic surveys and field inspections of construction activity in the public way, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assists in prioritizing, scheduling, and assigning field inspection and traffic survey work to staff based on urgency, complexity, and staff availability
- Interprets and explains provisions of City codes and ordinances involving the public way to contractors and staff
- Supervises inspections of construction staging areas to ensure proper permitting, safety, and compliance with City ordinances
- Supervises inspections of the public way in response to complaints resulting from construction activity
- Participates in the development and implementation of work methods and standards for conducting inspections and traffic surveys
- Coordinates and participates in training staff
- Completes performance appraisals of staff and initiates and administers corrective or disciplinary action as necessary
- Reviews traffic survey data prepared by staff for completeness and appropriateness and approves recommendations on the approval or denial of requests for traffic sign installations
- Oversees the development of detour and sign plans for streets under construction
- Ensures that worn or damaged traffic signs are replaced in a timely manner
- Meets with contractors, aldermen, residents, and business owners to mediate noise and traffic complaints in connection with construction activity and to explain fees and procedures for the installation of traffic flow and parking restriction signs
- Maintains daily activity reports and prepares correspondence to elected officials
- Plans, assigns, and supervises the work of office support staff, as required
- Testifies at administrative hearings and in court as an expert witness on City codes concerning the public way, as required
- Conducts special projects or assignments requested by superiors, aldermen, and/or other departments, as required

**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 inspecting public way construction and demolition projects, conducting traffic flow surveys, and/or determining street sign placement, including two years 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
- 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., traffic)

**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, scanner)
- Two-way radio
- Levels (standard and/or electronic)
- Measuring wheel
- Digital camera
- 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 quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects

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

**Knowledge**

Advanced knowledge of:

- \*safety principles, methods, practices, and procedures
- \*surveying and traffic surveying principles, methods, practices, and procedures

Moderate knowledge of:

- \*supervisory methods, practices, and procedures
- \*engineering design, construction, and inspection principles, methods, practices, and procedures
- \*construction methods, practices, and procedures and their impact on the public way
- \*applicable construction materials and their properties
- \*construction equipment

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

Other knowledge as required for successful performance in the Field Service Specialist III class

**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 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
- \*SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- \*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 Field Service Specialist III 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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Field Service Specialist III class

**Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- 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

- **CONCERN FOR OTHERS** - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks

Other characteristics as required for successful performance in the Field Service Specialist III 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 Resources  
(Valtera Corporation)

Date: July, 2010