



Code: 6555

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Industrial Trades

Series: Mechanical Trades

CLASS TITLE: ASSISTANT SUPERINTENDENT OF WATER METERS

CHARACTERISTICS OF THE CLASS

Under general supervision, assists in the supervision and direction of the activities of the Water Meter Division of the Department of Water Management, and performs related duties as required

ESSENTIAL DUTIES

- Directs the work of field employees responsible for the repair and maintenance of water meters, the investigation of consumer complaints, and the verification of meter installations for meter control purposes
- Directs the work of meter division employees responsible for the rebuilding, adjusting, and testing of water meters, the machining of parts, and the inventorying of meters and related equipment
- Supervises the loading and unloading of trucks involved in field work to ascertain that proper materials are being loaded
- Inspects premises where large meters are to be installed and makes recommendations to contractors on the size and type of meter to be used
- Inspects and monitors work in progress and upon completion to ensure that standards of quality and productivity are maintained
- Reviews and approves requisitions for tools, supplies, and equipment used in meter repairs
- Investigates consumer complaints relating to meters
- Trains work crews in the installation of water meters and the installation of remote readout water meter devices
- Assists the Assistant Commissioner in the preparation of productivity and manpower reports
- Conducts performance evaluations and recommends disciplinary action when necessary
- Coordinates vacation schedules
- Monitors and approves overtime expenditures

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

- Eight (8) years of work experience in the operations and administrative activities of water meter repair and maintenance, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college with an Associate's degree in Business Administration or a related field, PLUS six (6) years of work experience in the operations and administrative activities of water meter repair and maintenance, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**
- Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a related field, PLUS four (4) years of work experience in the operations and

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administrative activities of water meter repair and maintenance, of which two (2) years are in a supervisory role related to the responsibilities of the position, **OR**

- Graduation from an accredited college or university with a Master's degree or higher in Business Administration or a related field, PLUS three (3) years of work experience in the operations and administrative activities of water meter repair and maintenance, of which two (2) years are in a supervisory role related to the responsibilities of the position

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

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)
- Cameras and related equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to operate automotive vehicles and associated equipment

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

Comprehensive knowledge of:

- *principles, theory, methods, and procedures applicable to the installation, repair and maintenance of water meters
- use of safety equipment and protective gear

Some knowledge of:

- applicable City policies and operations (e.g., water meter, water distribution)
- applicable safety and code standards, including OSHA standards
- *management and supervisory principles, 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

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- *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
- *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

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
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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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Department of Human Resources
May, 2014; May, 2025