



Code: 8175

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Sanitation

CLASS TITLE: DIVISION SUPERINTENDENT

CHARACTERISTICS OF THE CLASS

Under direction, directs and coordinates sanitation programs including refuse collection and street cleaning for a designated district in the Bureau of Sanitation, and performs related duties as required

ESSENTIAL DUTIES

- Directs Assistant Division Superintendents and Ward Superintendents and manages staff responsible for providing sanitation services (e.g., refuse, bulk trash, street sweeping, vacant lot clean-up, compost collection) to residents within a district
- Monitors daily manpower reports and approves the reallocation of resources between wards to maintain appropriate levels of service throughout the district
- Conducts field inspections and reviews ward activity reports to evaluate productivity levels in individual wards
- Coordinates snow and ice removal operations with central snow command
- Assigns subordinate staff to snow routes and monitors progress of route completion
- Acts as liaison to central office management on administrative and personnel matters to ensure the district is allocated needed equipment, supplies, and manpower
- Supervises staff responsible for the maintenance of records and the preparation of various district activity reports (e.g., daily manpower distribution, tonnage collected, sanitation code violations issued)
- Prepares management reports on district operations and achievements
- Represents the department at community meetings and meets with public officials and community groups to provide information on the bureau's sanitation programs
- Drives a vehicle to survey sanitation activities in the wards and assesses 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

- Six (6) years of work experience in municipal refuse collection, street cleaning, or snow removal operations, of which four (4) years are in a supervisory role related to the responsibilities of the position; **OR**
- Graduation from an accredited college with an Associate's degree, PLUS four (4) years of work experience in municipal refuse collection, street cleaning, or snow removal operations, of which four (4) 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, PLUS two (2) years of work experience in municipal refuse collection, street cleaning, or snow removal operations, of which four (4) 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, PLUS one (1) year of work experience in municipal refuse collection, street cleaning, or snow removal operations, of which four (4) 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

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 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

Considerable knowledge of:

- *applicable City programs (e.g., Streets and Sanitation) and their funding guidelines
- *use of sanitation program equipment and materials

Moderate knowledge of:

- *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
- administrative methods and practices

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
- *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

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.