



Code: 8196
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Street, Water, Sewer, and Disposal
Series: Sanitation

CLASS TITLE: SUPERVISOR OF STREET CLEANING

CHARACTERISTICS OF THE CLASS

Under general supervision, coordinates and supervises work crews providing a variety of street and lot cleaning, graffiti removal and other neighborhood improvement services through programs within the Bureau of Street Operations; and performs related duties as required

ESSENTIAL DUTIES

- Surveys designated neighborhood areas to identify street cleaning services needed, including lot cleaning, graffiti removal, weed cutting, debris removal, snow and ice removal and other related neighborhood improvement services
- Works with Bureau of Street Operations management in preparing work plans, scheduling work crews and equipment, and making daily work assignments
- Monitors work in progress to ensure work crews are on schedule and meet established work objectives
- Plans and schedules garage demolitions by work crews and coordinates appropriate debris and garbage removal from site
- Inspects vacant lots with debris and uses computer to access property owner records to determine ownership
- Writes and issues citations for sanitation code violations
- Maintains computerized records and database of work activity records and prepares productivity reports for use in performance management reviews
- Responds to service requests and complaints regarding Bureau of Street Operations programs received through the City's 311 system
- Approves subordinates time off requests and monitors CATA records for accuracy
- Assists in developing performance standards and evaluates subordinate employees' performance
- Represents the department at community and civic meetings to provide information on Bureau of Street Operations programs and services

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

- Four years of work experience in street cleaning or sanitation operations

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, modems)
- Communications equipment

PHYSICAL REQUIREMENTS

- Ability to stand or walk for extended or continuous periods of time
- Work performed at great heights with the use of safety belts

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- Departmental procedures for the clean up of vacant lots and debris removal
- geographical locations within the City and applicable facilities
- supervisory principles, methods, practices and procedures
- applicable safety codes, principles, methods, practices, and procedures, including OSHA standards
- use of safety equipment and protective gear
- applicable computer software packages and applications

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
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *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

- 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
- 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

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.

City of Chicago
Department of Human Resources

Date: August, 2010