



Code: 8259

Family: Construction, Maintenance, and Skilled Labor

Service: Operation and Construction

Group: Street, Water, Sewer and Disposal

Series: Street Maintenance and Construction

CLASS TITLE: ASSISTANT SUPERINTENDENT OF PAVEMENT REPAIRS

CHARACTERISTICS OF THE CLASS

Under general supervision, performs supervisory and administrative duties involving the oversight and coordination, construction, and repair of City streets, alleys, sidewalks, curbs and gutters; and performs related duties as required

ESSENTIAL DUTIES

- Assists in prioritizing and scheduling construction and maintenance projects throughout the City including using computerized scheduling software
- Assembles daily work crews, including seasonal and specialty crews, and assigns them to street repair, maintenance and construction projects
- Directs the dispatching of vehicles, equipment and materials for dissemination to work crews
- Prioritizes work order requests and makes required re-assignments to ensure management directives are carried out and operational needs are met
- Evaluates the performance of staff engaged in construction work activities including excavations, breaking out old concrete, cutting and replacing pavement
- Monitors work in progress, enforcing operating work procedures and ensuring staff compliance with established work safety rules, practices and requirements
- Responds to and resolves problems relating to staff, equipment, performance issues and other factors or issues impacting work crew productivity
- Investigates complaints of hazardous pavement conditions, surveys and identifies where pavement repairs are needed and recommends appropriate repair work
- Coordinates and reviews work objectives and implements changes to ensure efficient and effective work operations
- Provides safety instructions to staff to minimize employee accidents and to promote a safe work environment; reviews incidents of accidents and injuries and prepares reports
- Prepares project cost estimates and expenditure summaries of labor, equipment and materials cost
- Prepares productivity reports, operational reports and related reports

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 pavement construction, maintenance and repair work, plus one year of supervisory work experience related to the responsibilities of the job

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

CLASS TITLE: ASSISTANT SUPERINTENDENT OF PAVEMENT REPAIRS

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust, oily or wet environment
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopies, fax machine)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Cameras and related photography equipment
- Standard equipment used in heavy construction (e.g., jackhammers and other power tools)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, safety vest,)
- Communication equipment (e.g. two-way radio, dispatch equipment)

PHYSICAL REQUIREMENTS

- Ability to operate automotive vehicles and associated equipment
- Ability to stand, walk and bend for extended or continuous periods of time
- Ability to access multi-level facilities

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

Considerate knowledge of:

- *use of asphalt and concrete street construction and repair equipment and materials
- *asphalt and concrete construction repair and maintenance procedures

Moderate knowledge of:

- *geographical locations within the City and applicable facilities

Some knowledge of:

- *applicable safety practices and procedures specific to construction labor, including OSHA standards
- *use of safety equipment and protective gear
- Survey and inspection field operations
- Applicable emergency operations
- Applicable computer software packages and applications

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

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

CLASS TITLE: ASSISTANT SUPERINTENDENT OF PAVEMENT REPAIRS

- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING – Teach other how to do something

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

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge and offer opinions and direction
- STAMINA - Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- 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.

City of Chicago
Department of Human Resources

August, 2014