



**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 (4) years of work experience in pavement construction, maintenance and repair work, of which one (1) year is 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
- 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 ENGAGEMENT** - Give full attention to what other people are communicating, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times

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- 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

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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  
August, 2014; May, 2025