



**Code: 8394**

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

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## **CLASS TITLE: FOREMAN OF WATER PIPE CONSTRUCTION**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, supervise crews of skilled trades and laborer personnel engaged in the construction, maintenance, and repair of the City's water mains and distribution system in an assigned district, and performs related duties as required

### **ESSENTIAL DUTIES**

- Positions assigned to new construction water main projects supervise work crews of skilled trades and laborer personnel, performing duties for the installation of new or the replacement of existing water mains; review work plans with resident engineer to assess scope of project and to plan and schedule work operations
- Positions assigned to repair and maintenance operations supervise work crews of skilled labor and laborer personnel responding to water main breaks or leaks in the parkway and performing duties for the repair of water mains and related water main structures including valves, roundways, and buffalo boxes
- Direct and monitor the work of plumbers, hoisting engineers, and laborers, ensuring that each phase or steps of the job or project are performed efficiently and that completed work is in compliance with the department's quality standards
- Ensures that work site and crew is equipped with required safety equipment and that required safety barricades and notices are appropriately set-up at work site
- Monitors work in progress to ensure work performed (i.e., excavation, shoring of trenches, laying and installation of pipe, and connections to new water main) is in compliance with department's operating procedures and departmental, federal, and state safety standards
- Prepares work sites, ensuring area residents are notified of water shut-downs and that required permits are obtained and underground utilities are properly marked prior to the start of excavation
- Reviews daily manpower reports and ensures crews are properly staffed; coordinates the delivery of requirement equipment and materials to work sites
- Prepares and signs off on various manual and computerized reports relating to work operations including productivity, materials used, work orders completed, timesheets, loads on trucks and materials used
- Monitors work performance, responds to performance issues and initiates disciplinary actions as required

**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 general construction or skilled trades work experience in performing duties relating to water main OR sewer pipeline repair, maintenance or new construction/installation work

**Licensure, Certification or Other Qualifications**

- A valid plumber's license issued by either the State of Illinois or the City of Chicago is required
- 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**

- Exposure to outdoor weather conditions
- Exposure to hazardous conditions (e.g., construction sites, machinery)
- Work performed above or below ground level

**EQUIPMENT**

- Hand tools (e.g., hammer, screwdriver, wrench, pliers)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Measuring tools (e.g., tape measure, ruler, calipers, measuring wheel)

**PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended or continuous periods of time

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

Moderate knowledge of:

- \*equipment and materials specific to construction, maintenance, and repair of water main systems, including properties and characteristics of materials
- \*pipe yard materials and supplies
- \*methods, and procedures applicable to construction, maintenance, and repair of water main systems
- excavation and backfilling methods, practices, and procedures
- municipal sewer or water distribution systems

Some knowledge of:

- supervisory methods, practices, and procedures
- safety codes, principals, methods, practices, and procedures, including OSHA standards
- use of safety equipment and protective gear

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
- \*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

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- \*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
- \*TIME MANAGEMENT - Manage one's own time or the time of others
- INSTRUCTING - Teach others how to do something
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

**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
- 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  
September, 2010

Licensure, Certification, or Other Qualifications updated: August, 2019