



Code: 8185
Family: Construction, Maintenance, and Skilled Labor
Service: Operation and Construction
Group: Street, Water, Sewer, and Disposal
Series: Sanitation

CLASS TITLE: ASSISTANT GENERAL SUPERINTENDENT

CHARACTERISTICS OF THE CLASS

Under direction, assists General Superintendent in managing the operations of a bureau responsible for infrastructure programs, and performs related duties as required

ESSENTIAL DUTIES

- Participates in the planning and development of organizational objectives and program goals designed to improve work operations and the delivery of services to City residents
- Monitors and assesses field operations and prepares reports evaluating the efficiency and effectiveness of programs and productivity
- Oversees field supervisors to ensure the effective implementation of new and revised procedures and policies designed to contain operating and personnel costs
- Coordinates work activities with supervisors to monitor daily work activities, City events, and/or emergency situations and ensure work objectives are met
- Assists in preparing the bureau's operating budget, ensuring programs are adequately funded as required
- Works with departmental managers in implementing and managing new program initiatives relating to infrastructure improvements or sanitation services
- Represents the department at community meetings to provide information on departmental programs and services
- Prepares management reports on project and program costs and productivity
- Oversees handling of personnel and union issues, 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

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration or a directly related field, plus five (5) years of work experience in surface transportation infrastructure, sanitation operations, towing operations OR forestry operations, of which three (3) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education and experience

Licensure, Certification, or Other Qualifications

- None

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
- Communication equipment (e.g., two-way radio, dispatch equipment)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Considerable knowledge of:

- *infrastructure or sanitation management
- *supervisory principles, methods, practices, and procedures

Moderate knowledge of:

- budgetary and fiscal management practices

Some knowledge of:

- applicable City programs (e.g., Streets and Sanitation) and their funding guidelines
- geographical locations within the City and applicable facilities
- *use of safety equipment and protective gear
- applicable emergency operations

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 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
- *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
- 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
- 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.

City of Chicago
Department of Human Resources
February, 2019
Updated minimum qualifications April 2022