



Code: 8345

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

CLASS TITLE: FOREMAN OF SEWER CLEANING

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises, coordinates and inspects the activities of crews engaged in the inspection and cleaning of sewers and drainage structures and scraping and flushing of main sewers in a designated sewer district within the Department of Water Management, and performs related duties as required

ESSENTIAL DUTIES

- Makes work assignments, prioritizes jobs, and directs the work of crews to ensure inspection and cleaning work is performed efficiently and in compliance with departmental and federal standards (e.g., US Environmental Protection Agency)
- Monitors work operations at work sites, observing work activities of crews engaged in operating specialized equipment (e.g., vactor trucks and trucks with orange peels) to clean, flush and remove water and debris in and around sewers and drainage structures including catch basins, gutter boxes, valve basins and main sewer lines
- Checks supply levels, initiates orders to produce needed materials, tools and equipment and arranges for delivery to work sites
- Ensures that work sites and crews are equipped with required safety equipment and that required safety barricades are set-up at sites
- Implements safety work procedures and practices to minimize employee accidents and promote a safe work environment
- Reviews daily manpower reports for accuracy and completeness, coordinates with departmental divisions to ensure sewer repair work identified during cleaning is addressed and closes out work order requests
- Approves time off requests, conducts performance evaluations and initiates and enforces disciplinary actions
- Supervises the preparation of and prepares productivity and work activity reports utilizing various manual and computerized systems
- Oversees the training of crews in the proper and efficient use of tools, equipment and machinery
- Coordinates response activities related to advanced complaints and flooding

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 the maintenance, repair, cleaning or construction of water and/or sewer distribution systems.

Licensure, Certification, or Other Qualifications

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

EQUIPMENT

- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Safety devices or equipment (e.g., cones, barricades, metal plates, scaffolding, ropes)
- Heavy duty specialized equipment used to clean catch basins and drains (e.g., orange peel bucket, vactor equipment mounted on trucks)

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended periods of time
- Ability to operate applicable tools and equipment

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

Moderate knowledge of:

- *methods and practices used in the inspection and cleaning of sewers and drainage structures, including EPA standards
- *tools, equipment and machinery used in sewer cleaning operations
- *applicable safety principles, methods, practices, and procedures, including OSHA standards
- *use of safety equipment and protective gear
- municipal sewer or water distribution systems

Some knowledge of:

- supervisory methods, practices and procedures
- geographical locations within the City

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

Other knowledge as required for successful performance in the Assistant Foreman of Sewer Cleaning

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
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job

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- TIME MANAGEMENT – Manage one’s own time or the time of others

Other Skills as required for successful performance in the Assistant Foreman of Sewer Cleaning

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
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WRITE – Communicate information and ideas in writing so others will understand

Other Abilities as required for successful performance in the Assistant Foreman of Sewer Cleaning

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- INITIATIVE - Demonstrate willingness to take on job challenges
- 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

Other characteristics as required for successful performance in the Assistant Foreman of Sewer Cleaning

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
April, 2013