



Code: 8343

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: ASSISTANT FOREMAN OF SEWER CLEANING

CHARACTERISTICS OF THE CLASS

Under general supervision, assists in supervising, coordinating and inspecting 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

- Assists in making 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)
- Assists in monitoring 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
- Assists in inventorying, ordering and distributing supplies, materials and equipment for use by work crews
- Ensures that work sites and crews are equipped with required safety equipment and that required safety barricades are set-up at work 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 and assists in coordinating with departmental divisions to ensure sewer repair work identified during cleaning is addressed and closes out work order requests
- Prepares productivity and work activity reports utilizing various manual and computerized systems
- Assists in training crews in the proper and efficient use of tools, equipment and machinery
- Investigates ad hoc requests (e.g., complaints, flooding) as relayed from the Foreman of Sewer Cleaning
- Approves time off requests, conducts performance evaluations and initiates and enforces 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

- Three 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**

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

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
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- EQUIPMENT SELECTION - Determine the kind of tools and equipment needed to do a job
- TIME MANAGEMENT – Manage one's own time or the time of others

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 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

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