



**Code: 6555**  
Family: Construction, Maintenance, and Skilled Labor  
Service: Operation and Construction  
Group: Industrial Trades  
Series: Mechanical Trades

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## **CLASS TITLE: ASSISTANT SUPERINTENDENT OF WATER METERS**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, assists in the supervision and direction of the activities of the Water Meter Division of the Department of Water Management, and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs the work of field employees responsible for the repair and maintenance of water meters, the investigation of consumer complaints, and the verification of meter installations for meter control purposes
- Directs the work of meter division employees responsible for the rebuilding, adjusting, and testing of water meters, the machining of parts, and the inventorying of meters and related equipment
- Supervises the loading and unloading of trucks involved in field work to ascertain that proper materials are being loaded
- Inspects premises where large meters are to be installed and makes recommendations to contractors on the size and type of meter to be used
- Inspects and monitors work in progress and upon completion to ensure that standards of quality and productivity are maintained
- Reviews and approves requisitions for tools, supplies, and equipment used in meter repairs
- Investigates consumer complaints relating to meters
- Trains work crews in the installation of water meters and the installation of remote readout water meter devices
- Assists the Assistant Commissioner in the preparation of productivity and manpower reports
- Conducts performance evaluations and recommends disciplinary action when necessary
- Coordinates vacation schedules
- Monitors and approves overtime expenditures

**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 related field, plus four years of work experience in the operations and administrative activities of water meter repair and maintenance, including two years of supervisory experience; or an equivalent combination of education, training and experience

#### **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**

- 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 equipment
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves, vest, pads)
- Two-way radio

**PHYSICAL REQUIREMENTS**

- Ability to operate automotive vehicles and associated equipment

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

Comprehensive knowledge of:

- \*principles, theory, methods, and procedures applicable to the installation, repair and maintenance of water meters
- use of safety equipment and protective gear

Some knowledge of:

- applicable City policies and operations (e.g., water meter, water distribution)
- applicable safety and code standards, including OSHA standards
- \*management and supervisory principles, methods, practices, and procedures

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
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*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

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- \*INSTRUCTING - Teach others how to do something
- \*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**

- 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
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- 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  
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