



Code: 8305

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: COORDINATOR OF TUGBOAT OPERATIONS

CHARACTERISTICS OF THE CLASS

Under direction, coordinates and manages activities related to the maintenance, repair, and operation of water intake cribs and the tugboat operated by the Department of Water Management, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates the maintenance and repair of water intake cribs that provide lake water to the filtration plants
- Inspects the condition of crib structures and equipment including diesel-powered generators
- Tests interior lighting and circuit breakers and checks navigation lighting and fog alarms around cribs to ensure proper operation
- Prepares reports documenting the condition of crib structures and lighting equipment and completes work requests for repairs
- Monitors, repairs, and inspects completed work
- Supervises the removal of ice blocking the flow of water to the intake cribs and tugboats in breaking ice obstructing City waterways
- Procures supplies for personnel temporarily stationed at the cribs and ensures that supplies are transported to cribs
- Schedules the use of the tugboat for inspection of cribs, the delivery of supplies, and the transport of water-quality survey personnel
- Prepares management reports related to the inspection and maintenance of water intake cribs and the operations of the department's tugboat
- Works with the tugboat crew in the washing or de-icing of the City's movable bridges to ensure their proper working order
- Oversees the maintenance of the tugboat with the Marine Engineer and trades personnel to ensure reliable operation
- Maintains security equipment and supervises the deployment and retrieval of buoys used to establish security zones

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

- Five years of work experience in water intake crib and tugboat operations, of which two years is in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training, and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

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

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

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

Considerable knowledge of:

- *navigational rules and regulations, including federal and state regulations regarding navigational aids surrounding water intake cribs
- materials, methods, and procedures applicable to maintaining water flow at water intake cribs
- repair, maintenance, and preventative maintenance procedures applicable to maintaining water flow at water intake cribs
- applicable safety principles, methods, practices, and procedures
- use of safety equipment and protective gear

Some knowledge of:

- *safety and code standards specific to tugboat operations, including OSHA standards
- *management and supervisory methods, practices, and procedures
- *location of channels, floating bells, lights, landmarks, and signals
- 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, taking 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
- MANAGEMENT OF MATERIAL RESOURCES - Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work

CLASS TITLE: COORDINATOR OF TUGBOAT OPERATIONS

- 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
- 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
- TROUBLESHOOTING - Determine causes of operating errors and decide what to do about it

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
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- RECOGNIZE SPACIAL ORIENTATION - Know one's location in relation to the environment or to know where other objects are in relation to one's self

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
- STRESS TOLERANCE - Accept criticism and deal calmly and effectively with high stress situations
- 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
(Valtera Corporation)

Date: June, 2010