



**DEPARTMENT OF WATER MANAGEMENT  
CITY OF CHICAGO**

March 31, 2017

Mr. James F. Coyne  
**Chicago Journeyman Plumbers  
Local 130, U.A.  
1340 W. Washington Boulevard  
Chicago, Illinois 60607**

**RE: BID ANNOUNCEMENT(S)**

Dear Mr. Coyne:

Attached is a copy of the bid announcement(s) which the Department of Water Management will display for the following position(s):

**BID NUMBER**

**08817004**

**TITLE**

**SUPERVISOR OF WATER RATE TAKERS**

**NEW BID POSTING REQUIREMENTS**

Please be advised with the creation of the new online Bid Only application, the City will no longer accept paper bids.

Your cooperation in disseminating the bid materials in a timely fashion is of the utmost important to us. To prevent disputes, we ask that the Bid Announcement material be given priority.

Sincerely,

Marisol Santiago  
Managing Deputy Commissioner

**PLEASE NOTE POSTING DATE!**



**DEPARTMENT OF WATER MANAGEMENT  
CITY OF CHICAGO**

**BID ANNOUNCEMENT**

**BID ANNOUNCEMENT NO. 08817004  
JOB TITLE: SUPERVISOR OF WATER RATE TAKERS  
PAY GRADE: J15  
2017 SALARY: \$66,216.00 YEARLY**

**DATE: APRIL 3, 2017  
TITLE CODE: 1063  
VACANCIES: 1**

**IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST APPLY ON THE  
BID ONLY SITE AT: [www.cityofchicago.org/CAREERS](http://www.cityofchicago.org/CAREERS)**

**(Once the website opens, scroll down and click on the button titled "Bid Opportunities.")**

**IN ADDITION, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY",  
CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT. YOU MUST USE THE EMPLOYEE NUMBER  
FOUND ON THE UPPER LEFT-HAND CORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER." (NO OTHER  
FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).**

**FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT  
BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.**

**These positions are covered under the terms of the City's collective bargaining agreement with THE  
CHICAGO JOURNEYMAN PLUMBERS UNION 130 (BARGAINING UNIT #16). Only employees in  
City job titles in this bargaining unit are eligible to bid on these positions**

**Qualifications:**

Three years of work experience reading and examining water meters; or an equivalent combination of education, training, and experience. A valid State of Illinois driver's license is required.

**NOTE:** A valid State of Illinois driver's license is required.

**NOTE:** Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability.

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

**PAGE 2 – SUPRVISOR OF WATER RATE TAKERS**

**DUTIES:** Under general supervision, assigns and supervises water meter reading and assessing functions within the Department of Water Management, and performs related duties as required. Assigns, supervises, and inspects the work of staff engaged in reading water meters, servicing and billing of water accounts. Assigns routes to provide the most efficient utilization of staff. Conducts field inspections to monitor staff productivity, check questionable meter readings, and investigate customer complaints. Conducts special inspections of meters on premises for water shut offs, final payment certificates and other related inspections as requested. Reviews staff activity reports for completeness and accuracy and to ensure that productivity standards are accomplished. Completes staff performance evaluations and administers disciplinary. Monitors staff GPS to check work completed. Conducts field inspections to monitor and evaluate the work of staff. Studies operations and procedures and recommends methods of improving efficiencies. Maintains work records and prepares detailed status reports for management review. Oversees the training and trains new and existing staff on field inspections and office duties related to meter reading activities, assessments and services. Performs the duties of a Water Rate Taker and Assessor, 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.*

Location: Bureau of Meter Services  
Days Off: Various  
Shift: Various  
Hours: Various (1 Hour Lunch)

**PLEASE NOTE: The complete Bid Announcement with application, attachment, and selection requirements are posted online. Please follow the directions in the box below on how to apply online.**

**BID APPLICATIONS MUST BE SUBMITTED NO LATER THAN:**

**APRIL 17, 2017**

**IF YOU ARE A CURRENT CITY EMPLOYEE AND WANT TO EXERCISE YOUR CONTRACTUAL RIGHTS TO BID, YOU MUST CHECK THE BOX ON THE CAREERS APPLICATION TITLED "ALREADY EMPLOYED BY THIS COMPANY", CORRECTLY ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT.**

**YOU MUST USE THE EMPLOYEE NUMBER FOUND ON THE UPPER LEFT-HANDCORNER OF YOUR PAY CHECK STUB LABELED "PAYEE/EMPLOYEE NUMBER."**

**(NO OTHER FORMAT OR SYSTEM CAN BE USED TO OBTAIN YOUR EMPLOYEE NUMBER).**

**FAILURE TO CHECK THE "ALREADY EMPLOYED BY THIS COMPANY" BOX, ENTER YOUR EMPLOYEE ID, AND SELECT THE CORRECT BARGAINING UNIT WILL RESULT IN A REJECTED BID APPLICATION.**