



Code: 2072
Family: Technical Engineering
Service: Health and Welfare
Group: Inspectional
Series: Energy and Environmental Protection

CLASS TITLE: SUPERVISING ENVIRONMENTAL ENGINEER

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises and manages staff engaged in the enforcement of federal, state, and municipal environmental protection laws, and performs related duties as required

ESSENTIAL DUTIES

- Develops and implements goals, policies, and procedures for the various units (e.g., Permitting, Construction & Demolition Recycling, Field Inspection/Code Enforcement, Asbestos/Demolition Inspection)
- Directs the review of air pollution control permit applications for industrial facilities, federal air regulations during building demolition, and C&D recycling reporting related to demolition
- Directs staff involved with the inspection and permitting of industrial facilities, federal air regulations during building demolitions, and construction and demolition (C&D) recycling reporting related to demolition
- Directs the issuance of citations and provides remediation assistance to non-compliant facilities
- Oversees the re-inspection process to ensure violations are corrected
- Reviews and evaluates engineering reports and writes administrative orders, notification letters, and citations to violators as required
- Oversees the planning and implementation of air related environmental programs
- Monitors compliance with program objectives and goals including writing monthly, quarterly, and annual reports
- Prepares and administers program budgets
- Manages the preparation of comprehensive reports on environmental compliance and C&D recycling program participation
- Directs the implementation of the Department of Public Health (DPH) and Illinois Environmental Protection Agency (IEPA) interagency agreement
- Serves as liaison with other City departments and state and federal agencies on compliance issues including reviewing and evaluating policy for the City, Illinois Office of State Fire Marshall (IOSFM), IEPA, and United States Environmental Protection Agency (US EPA) as needed
- Provides technical assistance in the interpretation of environmental code and requirements to other departments and agencies
- Evaluates staff performance and program effectiveness
- Supervises response to weekend complaints and emergencies (e.g., hazardous waste incidents, leaking storage tanks)
- Directs response to environmental complaints
- Conducts outreach programs (e.g., public education workshops, information for facility owners with equipment having the potential to emit air pollutions, contractors, or consultants)

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 Environmental Engineering or a directly related field plus four (4) years of experience in environmental engineering of which one (1) year is in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience provided the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

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

WORKING CONDITIONS

- General office environment

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)
- Scientific calculators

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *environmental hazards and related abatement methods
- *environmental inspection, research, and analysis methods and techniques
- *applicable safety principles, methods, practices, and procedures
- *applicable environmental engineering methods, theories, principles, and procedures
- *applicable federal, state, and local laws, regulations, and guidelines

Considerable knowledge of:

- *applicable computer software packages and applications

Moderate knowledge of:

- *supervisory methods, practices, and procedures

Some knowledge of:

- budgetary preparation and planning

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

Other knowledge as required for successful performance in the Environmental Engineer III class

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
- *MATHEMATICS - Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- 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

Other skills as required for successful performance in the Environmental Engineer III class

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 MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

Other abilities as required for successful performance in the Environmental Engineer III class

Other Work Requirements

- ACHIEVEMENT/EFFORT - Establish and maintain personally challenging achievement goals and exert effort toward task mastery
- 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

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- SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Environmental Engineer III class

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
July, 2022