CLASS TITLE: ASSISTANT CHIEF ENGINEER OF SEWERS

CHARACTERISTICS OF THE CLASS: Under direction, assists in directing and supervising all engineering activities pertaining to the construction, repair and maintenance of sewers; and performs related duties as required.

EXAMPLES OF DUTIES: Assists in planning, organizing and directing the activities of subordinate engineers engaged in various functions in the design of sewer construction and repair projects; supervises the examination and appraisal of plans and the issuance of permits for sewer construction and repair work; consults with private contractors regarding the preparation of plans for sewers in public streets; explains specifications and requirements regarding sewer construction work as outlined by the Municipal Code; reviews and evaluates final reports of special engineering assignments; makes changes and recommends modifications in final reports prior to submission to superiors; directs and assigns engineering and inspectional personnel to specific projects; conducts field inspections of work in progress; assists in the preparation of reports describing the status and progress of current projects; assists in contract negotiations with outside agencies; assists in the development, preparation, and implementation of divisional policies and procedures; supervises the maintenance of timely and accurate records.

DESIABLE AND MINIMUM QUALIFICATIONS,

TRAINING AND EXPERIENCE: Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering or a related field, supplemented by six years of progressively responsible civil engineering experience, including two years in a supervisory capacity; or an equivalent combination of training and experience is required. Certification as a Professional Engineer in the State of Illinois is required.

KNOWLEDGE, ABILITIES AND SKILL: Thorough knowledge of the practices and procedures of modern civil engineering. Good knowledge of specifications for sewer design and construction. Knowledge of departmental rules and regulations. Knowledge of applicable laws, ordinances and codes.

Ability to plan, assign, supervise and review the work of subordinate personnel. Ability to communicate effectively both orally and in writing. Ability to prepare records and reports.

Considerable skill in the application of the practices and procedures of civil engineering. Skill in working for and with the public. Skill in the application of organizational and administrative methods.

March, 1987