CLASS TITLE: ASSISTANT CHIEF ENGINEER OF SEWERS

CHARACTERISTICS OF THE CLASS

Under general direction, functions as a lead Engineer or second-in-charge of the bureau by directing the planning, design, implementation, and administration of engineering activities pertaining to sewer construction and repair projects, and performs related duties as required.

ESSENTIAL DUTIES

- Manages professional engineers involved in construction and repair plan reviews including the examination of designs, specifications, layouts and other sewer construction documentation.
- Assists in the development of the strategic direction of the division to ensure that objectives and performance measures are consistent with departmental, City, and service expectations.
- 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 management.
- Directs and assigns engineering and inspectional personnel to specific projects, as required.
- Conducts periodic field inspections of work in progress to examine or resolve issues with sewer jurisdiction declarations, cross connections, storm water encroachments or public versus private sewer decisions.
- Supervises the preparation of engineering reports, detailing the progress of all work within the sewer group to management.
- Assists in the selection, supervision, training and evaluates the performance of assigned staff.
- Attends meetings with other City departments, elected officials and outside agencies; explains and justifies approved projects, department policies and activities; and negotiates and resolves sensitive, significant and controversial issues.

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 Civil Engineering or a directly related field plus six (6) years of civil engineering work experience, including at least two (2) years in a supervisory role related to the responsibilities of the position, or an equivalent combination of training and experience, provided the minimum degree requirement is met.
Licensure, Certification, or Other Qualifications

- Registration as a Professional Engineer (R.P.E.). At the time of employment, positions must have obtained Registration as a Professional Engineer (R.P.E.) in the State of Illinois.

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, scanners)
- Applicable safety equipment

PHYSICAL REQUIREMENTS

- Ability to inspect construction sites

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- *engineering design, construction and maintenance principles and practices
- *engineering science and technology
- *procurement of engineering and construction services and contract preparations and processes
- *sewer design and construction techniques, current trends, regulations, standards and applicable equipment
- *management and supervisory methods, practices and principles
- *project and program planning techniques, practices and principles
- *advanced mathematical principles
- *policy development and implementation methods and procedures
- *applicable local, state and federal regulations and requirements

Knowledge of:

- *information technology and applicable computer software packages and applications
- *applicable department and City programs, services, organizations, and resources

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
• *MATHEMATICS - Use mathematics to solve problems
• *SCIENCE – Use scientific rules and methods to solve problems
• *COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
• *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
• *MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
• *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
• *TIME MANAGEMENT - Manage one's own time and the time of others
• *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
• *OPERATIONS ANALYSIS - Analyze needs and product requirements to create a design
• *TECHNOLOGY DESIGN - Generate or adapt equipment and technology to serve user needs

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
• REASON MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem
• MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
• ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)
• REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

• 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

• SELF-CONTROL - Maintain composure, keep emotions in check even in very difficult situations, control anger, and avoid aggressive behavior

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

• DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

• INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems

• 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
August, 2016