

Code: 5905
Operation and Construction Service
Engineering, Designing and Structural Group
General Engineering Series

CLASS TITLE: **Assistant Chief Engineer**

CHARACTERISTICS OF THE CLASS: Under general direction, functions as second in charge to the Chief Engineer, managing an engineering division comprised of several sections responsible for the planning, design and management major infrastructure construction projects; and performs related duties as required.

ESSENTIAL OF DUTIES: Prioritizes projects and assigns to division managers; directs the preparation of project budgets, contracts and work schedules; directs the development of and approves design plans and engineering specifications for infrastructure projects prepared by consultants and in-house staff; establishes and implements policies and procedures, quality standards and performance measurements for engineering projects; directs project evaluation by managers and professional engineers; ensures projects are thoroughly inspected by resident engineers and work is completed according to contract specifications and project time lines; oversees the resolutions of design and construction problems with engineering and construction firms; approves payment to contractors for work completed according to contract specifications; authorizes engineering plan changes and contract modifications; directs the preparation of project status reports.

RELATED DUTIES: Visits construction sites to monitor progress; provides technical assistance to other departments and agencies on engineering projects; coordinates inter-agency personnel assigned to engineering projects.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Engineering plus at least by six years of work experience in the planning, design and construction management of engineering projects of which four years are in a supervisory role related to the responsibilities of the job, or an equivalent combination of training and experience, provided that the minimum degree requirement is met. Registration as a Professional Engineer (R.P.E.) and as a Professional Structural Engineer (S.E.) in the State of Illinois is required.

Knowledge, Abilities and Skill. Comprehensive knowledge of the principles and practices of engineering design and construction. Comprehensive knowledge of advanced mathematical principles. Comprehensive knowledge of modern construction methods, materials and equipment. Comprehensive knowledge of infrastructure systems.

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CLASS TITLE: **Assistant Chief Engineer (Cont'd)**

Comprehensive knowledge of project costing, monitoring and reporting techniques. Considerable knowledge of supervisory and management theory and practices.

Ability to manage an engineering division. Ability develop and administer project management protocols and standards for major civil engineering operations. Ability to manage consultants.

Comprehensive skill in planning, organizing and managing complex engineering projects. Considerable advanced technical math skills. Comprehensive analytical skills. Considerable project management skills. Excellent oral and written communication skills.

Physical Requirements. Ability to access work sites during various stages of construction or repair.

Working Conditions. Inside: General office environment. Outside: Occasional exposure to inclement weather and extreme temperatures.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

January, 2005
City of Chicago
Department of Personnel

Minimum Qualifications revised: June 2013