

CLASS TITLE: **Assistant Chief Engineer**

CHARACTERISTICS OF THE CLASS: Under direction, performs responsible and advanced professional engineering duties as a supervisor of a large engineering section or several moderate sized engineering sections in the Department of Transportation; and performs related duties as required.

ESSENTIAL OF DUTIES: Supervises and reviews the activities of a large engineering section or several moderate size engineering sections responsible for the planning, design, and construction monitoring of transportation projects; coordinates, and reviews the work of consulting engineers, government agencies and contractors responsible for the design and construction of highways, streets, bridges and mass transit projects; directs the preparation of plans and studies for major street repair and improvement projects; recommends the installation or removal of street signs, traffic signals and pavement markings; meets and confers with other departments and agencies to review project proposals and provide technical assistance on transportation projects; provides engineering assistance in response to requests from community groups, individuals and businesses; directs the preparation of project budgets, work schedules and administrative reports.

RELATED DUTIES: Visits construction sites to monitor progress; assists in the establishment and implementation of bureau policies; and coordinates administrative activities.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Engineering supplemented by four years of progressively responsible supervisory experience in the planning, design and construction of major engineering projects, or an equivalent combination of training and experience is required. Registration as a Professional Engineer (R.P.E.) in the State of Illinois is required.

Knowledge, Abilities and Skill. Comprehensive knowledge of engineering theories, practices and procedures. Comprehensive knowledge of the methods and procedures utilized in providing scheduling and funding transportation projects. Comprehensive knowledge of municipal ordinances and codes affecting the construction of transportation structures.

Ability to assist in managing contractors and a staff of professional engineering personnel. Ability to assist in managing transportation project designs, plans and specifications. Ability to assist establish effective working relationships with consultants and government representatives.

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

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

Comprehensive skill in the application of modern engineering methods and techniques to practical transportation problems. Comprehensive skill in planning, organizing and administering complex transportation projects. Excellent oral and written communication skills.

Working Conditions. (Inside) General office environment. (Outside) Exposure to inclement weather and extreme temperatures are unavoidable.

Equipment. Standard office equipment.

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