

Job Description - CHIEF WATER ENGINEER (351326)

Job Number: 351326

CHIEF WATER ENGINEER- Department of Water Management

Number of Positions: 4 Full-Time Senior Manager

Closing Date (Period for Applying) - External

: Jul 21, 2021, 11:59:00 PM

BU: 53 | Salary: \$129,072/Year

DUTIES

- Under general direction, functions as an executive level manager, reporting directly to the Deputy Commissioner of the Bureau of Engineering Services. Functions as the lead Engineer and second-in-charge of the bureau by directing the planning, design, implementation and administration of the water main capital improvement program, regional coordination of engineering projects, special engineering projects.
- Manages and directs division units (e.g., inspections, capital projects, water main planning and operations, water main design, water main construction, reimbursable fund, special projects, or regional coordination) within the water engineering group to ensure the overall implementation of the capital improvement program and maintenance of the municipal water distribution system.
- Manages professional engineers involved in the review and preparation of designs, plans, specifications, layouts and other construction documentation.
- Reviews, approves, and stamps final design plans for water main replacement and construction projects.
- 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.
- Plans and directs the budgeting and program management of the water main capital improvement program and facilities capital improvement projects.
- May oversee regional coordination of engineering projects to maintain consistency.
- May oversee special projects that require engineering design and construction management.
- Compiles engineering and financial data on the existing water main system and new capital projects to assist the department in obtaining funding from various sources (e.g., bonds, loans and grants) for planned water main infrastructure improvements
- Implements financial controls to monitor the disbursement of project funds to contractors and engineering consultants.
- Develops and monitors performance indicators on the capital improvement program.
- Supervises the preparation of financial and engineering reports, detailing the progress of all work within the division to management.

- Provides oversight to staff engaged in contract administration activities (e.g., reviewing and evaluating contract proposals, finalizing contracts for submission to Department of Procurement Services and monitoring contracts for compliance).
- Represents the department at various technical and civil organizations to discuss water main planning and improvement projects.
- Selects, supervises, trains and evaluates the performance of assigned unit managers, supervisors and staff.
- Attends meetings with other City departments, elected officials and outside agencies; explains and justifies Department programs, policies and activities; and negotiates and resolves sensitive, significant and controversial issues.
- Performs related duties as required.

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.

THIS POSITION IS IN THE SENIOR EXECUTIVE SERVICE

Qualifications

Education, Training, and Experience

Graduation from an accredited college or university with at least a Bachelor's degree in Engineering plus six years of supervisory experience in the planning, design and construction management of engineering projects.

Licensure, Certification, or Other Qualifications

Registration as a Professional Engineer (R.P.E.). At the time of application, positions must have obtained Registration as a Professional Engineer (R.P.E.) in the State of Illinois. A valid State of Illinois is required.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

NOTE: To be considered for this position, you MUST provide a copy of your college or university degree and/or transcripts AND your State of Illinois R.P.E. at the time of application. IF YOU FAIL TO PROVIDE THIS INFORMATION AT THE TIME OF APPLICATION, IT WILL BE INCOMPLETE AND YOU WILL NOT BE CONSIDERED FOR THIS POSITION.

NOTE: You must provide your valid driver's license, and/or other training certificates at time of processing, if applicable.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete

and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

Please note, all positions with the City of Chicago close promptly at 11:59pm Central Daylight Time (CDT). Applications for this position will be accepted until 11:59p.m. CDT on 07/21/2021. No exceptions will be made.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge

Comprehensive knowledge of:

- engineering design, construction and maintenance principles and practices
- engineering science and technology
- water main and water facility design, construction and maintenance
- procurement of engineering and construction services and contract preparations and processes
- water main 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

Considerable knowledge of:

- information technology and applicable computer software packages and applications

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)

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago
Lori E. Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner

TO APPLY: Go to www.cityofchicago.org/careers and enter job number: 351326