



Code: 5675

Family: Technical Engineering

Service: Operation and Construction

Group: Engineering, Designing, and Structural

Series: Civil Engineering

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.
- Some positions require a valid State of Illinois driver's license.

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
DL added April, 2021