



Code: 5647

Family: Health and Human Services
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Civil Engineering

CLASS TITLE: DIRECTOR OF WATER QUALITY SURVEILLANCE

CHARACTERISTICS OF THE CLASS

Under direction, occupants of this class title manage a unit within the Water Quality Surveillance Section in the Bureau of Water Supply, and performs related duties as required

ESSENTIAL DUTIES

- Directs supervisory personnel overseeing professional and paraprofessional staff engaged in conducting water main, seepage, and water quality complaint investigations, the collection of drinking water compliance samples
- Oversees the lead program including the management of lead research programs and pilot plant projects
- Determines work priorities and schedules staff projects
- Directs the collection of water samples for water quality analysis and the preparation of various investigative reports
- Supervises consumer lead result and water quality check result communications
- Directs the sterilization of pumping stations, tunnels, water mains, and other structures of the City's water intake and distribution systems
- Oversees lake surveys and approves reports of findings for source water quality
- Directs the preparation of monthly water quality survey summaries and special reports for submission to federal and state regulatory agencies
- Coordinates the section's water sampling and testing activities with other bureaus in the department
- Directs the chlorination of new or repaired water mains and the collection of bacterial samples to ensure pipes are properly disinfected
- Directs the investigation of consumer complaints and reviews and approves investigation reports
- Supervises early warning systems of water quality security and safety systems
- Initiates emergency sampling protocols for the City of Chicago Water System
- Implements and supervises Environmental Protection Agency (EPA) compliance projects (e.g., Stage 2 DBP Rule, TCR and LCR)
- Researches and recommends equipment and supplies purchased by the section
- Directs the calibration and maintenance of water quality monitoring equipment
- Develops work standards and evaluates staff performance
- Keeps abreast of state and federal regulations governing water quality standards
- Coordinates and monitors safety programs and training of section personnel
- Prepares the section's budget and oversees its administration
- Oversees the preparation of various administrative reports
- Consults with other departments and agencies on joint investigations, as required

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- Provides technical information on water sanitary activities at hearings and regulatory proceedings, 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.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Sanitary, Civil, Environmental, or Chemical Engineering or a directly related field, plus five (5) years of work experience in water quality analysis, of which three (3) years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- A valid State of Illinois EPA Water Operator's certification (Class D or higher) OR a valid State of Illinois EPA Water Operator-in-Training certification (Class C or higher)
- A valid State of Illinois driver's license is required

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, tablets)
- Two-way radio
- Safety equipment
- Water quality testing and monitoring equipment, and field equipment

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *applicable federal, state, local laws, regulations, and guidelines
- *mechanical and electrical recording equipment, instruments, materials, and supplies used in sanitary engineering work
- *sanitary engineering principles, practices, and procedures
- *lead chemistry
- *applicable water testing and treatment practices and procedures

Moderate knowledge of:

- *management and supervisory methods and procedures

Some knowledge of:

- geographical locations in the City
- applicable computer software packages and applications
- public administration principles, practices, and procedures
- *investigatory methods, practices, and procedures
- training methods, practices, and procedures

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, taking 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
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *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
- *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
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

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
- COME UP WITH IDEAS - Come up with a number of ideas about a topic
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

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- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
 - INITIATIVE - Demonstrate willingness to take on job challenges
 - LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
 - 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
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems
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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
March, 2019