



Code: 8290

Family: Legal and Regulatory

Service: Operation and Construction

Group: Street, Water, Sewer, and Disposal

Series: Street Maintenance and Construction

CLASS TITLE: DIRECTOR OF ENVIRONMENTAL SERVICES

CHARACTERISTICS OF THE CLASS

Under direction, directs environmental programs and services for a City department, and performs related duties as required

ESSENTIAL DUTIES

- Develops plans and programs to address and resolve environmental and safety issues
- Develops scope of projects (e.g., environmental impact reports, energy conservation initiatives) and confers with consultant engineers to establish project specifications and time lines
- Prepares requests for proposals for environmental projects, reviews proposals from contractors, and recommends the most qualified bidder
- Coordinates and oversees the work of engineering consultants and departmental staff engaged in monitoring compliance with environmental and safety regulations
- Develops and implements standards, procedures, policies, and programs for complying with federal, state, and City safety regulations and environmental regulations regarding air, water, and soil quality and hazardous material and solid waste management and mitigation
- Meets with consultant engineers to review work plans, request changes, and ensure adherence to project specifications and schedules
- Approves and monitors expenditures related to environmental projects and services and prepares budget reports
- Researches and analyzes environmental issues and prepares reports of findings including recommendations to address said issues
- Prepares reports on the status of environmental projects and services
- Keeps abreast of current environmental engineering theories and practices and recommends changes to departmental policies and procedures as appropriate
- Liaisons with governmental agencies concerning environmental issues impacting departmental operations
- Attends meetings, conferences, and public hearings to share information on environmental issues and initiatives undertaken within the department

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 Environmental Engineering or a directly related field, plus five years of engineering work experience, of which two years are in a supervisory role related to the responsibilities for the position or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- None

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, modems)

PHYSICAL REQUIREMENTS

- No specific requirements

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

Considerable knowledge of:

- applicable federal, state, and local laws, regulations, and guidelines
- *environmental engineering principles and practices
- project management methods, practices, and procedures

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- *environmental hazards and their detection, reporting requirements, and treatment

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

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
- *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 PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *PERSUASION - Persuade others to change their minds or behavior

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- *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
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- 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

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
(Valtera Corporation)

Date: July 2010