

HUMAN RESOURCES DIVISION
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES:

JOB POSTING #: 01-19
POSTED: 01/25/2019, 8:00 a.m.
EXPIRATION: 02/25/2019, 4:30 p.m. or until filled
TITLE: Deputy Director- Engineering (Position Code #1120)
SALARY: \$111,000- \$158,508
DEPARTMENT: PUBLIC UTILITIES
DIVISION: ENGINEERING

GENERAL PURPOSE

This position is responsible for assisting the department head in the efficient and effective operation of the department including the planning, organizing, directing, budgeting and supervising of divisional employees for the water and sewer system for the City. This position performs responsible managerial, administrative and professional work in directing the operations of the Engineering Division, including engineering for the water distribution and treatment system and wastewater collection and treatment system.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the department head by attending and/or presenting at public meetings as required;
Prepares and approves the divisional annual budget request;
Supervises the expenditure of divisional appropriations;
Plans, directs and prescribes work methods and procedures to be followed by divisional employees;
Appraises the conditions of work and takes the necessary steps to improve division operations;
Develops administrative and program standards for the various activities of the division;
Prepares routine and non-routine reports and summaries of ongoing programs, operations and projects;
Coordinates the activities of the division with other City departments and other public and private agencies;
Confers with and advises subordinates on difficult work problems, the development and installation of new work procedures, policies, and methods of coordinating division services;
Develops programs, goals and training courses for each of the various activities of the division;
Directs division activities toward the fulfillment of established goals and objectives within current priorities;
Keeps informed of current developments in the field of water and wastewater engineering, particularly new legislation, recent court decisions and various governmental and administrative decisions which might impact division operations by attending meetings, reading and holding individual conferences with comparable officials in neighboring jurisdictions;
Supervises all employees of the division;
Participates in recommending the appointment of personnel, provides or coordinates staff training and initiates disciplinary actions;

Attends professional society meetings, participates in panel discussions, speaks in areas of competence and performs public relations work promoting the water and sewer utility;
Organizes, coordinates and performs office and field work necessary in the design and development of the water and sewer systems, treatment plants, pumping stations, tanks, wells, reservoirs, distribution system, collection system and associated facilities;
Coordinates investigations of major complaints regarding water and sewage;
Develops and establishes standards for water and sewer construction and establishes standards for engineering plans, inspection, mapping, records and office procedures;
Prepares requests for proposals and qualifications for professional engineering services;
Manages professional engineering services contracts;
Acts as consultant on water and sewer engineering problems;
Coordinates planning of future construction and development of water and sewer projects;
Manages and performs review of water and sewer utilities for new developments;
Prepares construction contracts for bidding for water and sewer system improvements;
Performs work as assigned by the Director of Public Utilities.

REQUIRED QUALIFICATIONS

Education and Experience (Or equivalent combination)

A minimum of 4 years of experience in a management role at a municipal or private water and sewer utility system;

A comprehensive and broad knowledge of the modern principles and practices of the fields of water production and distribution and wastewater collection and treatment;

A Bachelor of Science degree in Civil Engineering, Environmental Engineering or a related field;

An advanced degree in a related engineering or administrative field, or equivalent work experience at a public utility system;-

Registration as a P.E. or the ability to obtain an Illinois registration within six (6) months after date of hire;

Good knowledge of computers and electronic data processing and software, such as Outlook, Excel, Word, etc.

Ability to provide leadership and to plan, schedule and supervise the work of a group of skilled, semi-skilled and unskilled workers in performing a variety of utility tasks;

Ability to express ideas clearly and concisely both orally and in writing;

Physical skills necessary to perform the duties of the position;

Valid State of Illinois Class D Driver's License is required;

Necessary knowledge, Skills and Abilities:

Skills in technical, financial and personnel management;

Skills in effective oral and written communications and in preparing and presenting detailed reports with pertinent recommendations;

Knowledge of water, wastewater operations and maintenance, and related construction procedures and methods;

Knowledge of civil-environmental engineering for a) water supply, storage, pumping, distribution and metering; and b) wastewater collection, pumping and treatment; and c) metering of water distribution systems;

Knowledge of municipal budgeting procedures and cost-of-service utility rate studies.

Ability to establish and maintain effective working relationships with employees, City officials and the public;
Good judgment, thoroughness and dependability;
Any equivalent combination of experience and training which provides the required knowledge, skill and ability.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER