

Salary: \$35.54 - \$45.20/hourly*

Work Schedule: Full Time - 37.5 hours per week

Monday - Friday 8:30 a.m. - 4:30 p.m.

***Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.**

NATURE OF WORK

This position primarily leads and manages the City's Lead Service Line Replacement (LSLR) Program. Also provides analytical and technical support for the Agency and/or Division Heads in the Public Works Agency. Provides a wide range of technical functions to support municipal water and wastewater operations and electric, natural gas and cable franchises. Manages and monitors capital improvement projects and programs. Regularly Interfaces with operations and management staff, other City departments and the public.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following)

- Acts as the City's primary representative for the City's LSLR Program, regularly communicating to the public, regulatory and financing agencies, City staff and Council Members, NGO's, and hired consultants and contractors.
- Directly manages consultants and contractors for the development and implementation of the City's LSLR Program.
- Researches, analyzes, and prepares studies or projects ; writes reports and makes recommendations.
- Identifies defects and recommends improvements to the water distribution and sewer collection system.
- Writes and issues Requests for Proposals/Qualifications for the purpose of procuring professional services.
- Writes and issues contract documents for bidding.
- Manages engineering studies and designs working with engineering firms and in-house staff, to complete reports, specifications, and design drawings related to the distribution system, water plant, and sewer collection system.
- Manages construction projects for improvements of the water distribution system, water plant, or sewer collection system, including providing construction observation, tracking project communications, reviewing and approving shop drawings and other submittals, and processing payment applications.
- Prepares external funding and grant applications and manages the execution of such funding, including coordination with the Illinois Environmental Protection Agency for State Revolving Fund loans.
- Assists with reviewing and recommending changes to City ordinances related to the Public Works Agency.
- Assists in the preparation of the capital improvement budgets.
- Provides fiscal management related to LSLR program budgeting, costs, funding, and payments.
- Supports consulting firms and in-house staff in the development of equitable retail water rates.
- Assist the City's water quality laboratory in coordination of water sampling and analysis in relation to the LSLR Program
- Reviews and evaluates operations, department practices, and assigned responsibilities, recommending improvements, and preparing various reports on operations and activities.
- Compiles information needed to answer questions related to projects and programs, and provides information to the public, outside agencies and other City staff; responding to correspondence as directed or necessary.
- Writes a variety of reports including, but not limited to, fee surveys, management plans, capital improvement needs, operating standards, feasibility studies, economic impact, and data collection for preparing annual department reports.
- Assists with the resolution of customer issues related to water and sewer billing, service problems and other miscellaneous resident concerns.
- Assists customers in resolving issues with utilities franchised by the City (ComEd, Nicor Gas, etc.).
- Gathers and analyzes complex data using statistical methods and cost center analyses.
- Lead various community outreach efforts related to the LSLR Program, water and wastewater operations.

- Participate in water industry professional society events.
- Compiles information needed to respond to Council Member requests.
- Provides economic and statistical analysis; presents oral and written reports based upon findings.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS OF WORK

- Must possess a Bachelor's degree in Civil or Environmental Engineering or substantially similar area from an accredited college or university and must possess (3) or more years of progressively responsible engineering experience. Municipal work experience in the water/wastewater industry preferred.
- Must possess a valid driver's license and a safe driving record.
- Must possess an Engineer in Training (EIT) certification. Possession of a Professional Engineer (PE) License from the State of Illinois is preferred.
- Must be willing and able to obtain a National Incident Management System (NIMS) ICS 100, 200, 300 & 400 and IS 700 and 800 Certification within 36 months of employment and maintain it as a condition of employment.
- Knowledge, skills, and abilities in the following areas:
 - Strong interpersonal skills and ability to work effectively and enthusiastically in a team environment.
 - Excellent verbal and written communication skills, including presentation skills.
 - Ability to facilitate meetings and lead special project teams.
 - Ability to document and analyze comprehensive engineering and business processes, perform in-depth work analyses, and associated project plans for executing changes to existing policies and processes.
 - Skill in the use of personal computers and related software applications specifically, Microsoft Word, Excel, PowerPoint, Outlook, and Access.
 - Skill in the use of AutoCAD and Civil 3-D. Knowledge of ESRI GIS software, and project scheduling software preferred.
 - Knowledge of municipal policy and process theory, evaluation of concepts; ability to assemble, analyze and organize critical data.
 - Ability to learn, understand and incorporate city ordinances, rules, regulations and procedures into daily activities.
 - Ability to work on municipal projects, some which may have conflicting deadlines and/or priorities.
 - Knowledge of basic project management processes.
 - Ability to establish and maintain effective working relationships with a diverse group of individuals and staff throughout the City and outside of the organization.
 - Capability to perform a large volume of numerical detailed work accurately, to make difficult mathematical computations with mechanical assistance, and to understand and follow complex oral and written instructions including technical terminology.
 - Ability to apply mathematical operations to frequency distributions, reliability and validity tests, normal curve, analysis of variance, correlation techniques, and related statistical methods of measure.
 - Ability to read, understand and interpret scientific and technical journals, manuals, ordinances, policies and procedures, ordinances, statues, rules, regulations, newspapers, memos, letters, abstracts, financial reports and legal documents.
 - Comfort and ability to speak before audiences with poise, voice control and confidence, using proper grammar and vocabulary appropriate to the audience.
 - Ability to communicate effectively and clearly with residents about issues related to the water and sewer system.

PHYSICAL REQUIREMENTS OF WORK

The ability to work in a primarily sedentary position, with the ability to occasionally use force to exert up to 10 pounds. The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

The employee is mostly subject to inside environmental conditions: protection from weather conditions, but not necessarily from indoor temperature changes. Occasionally subject to outside environmental

conditions.

There are no environmental hazards associated with this classification.

SUPERVISION

Under the general direction of the Senior Project Manager – Water & Sewer, work is performed with independence. Employee works with other staff at all levels, and with necessary resources throughout the organization. Work is assigned through specific projects assigned by the supervisor, and through general goals and objectives set, providing research and analysis necessary to meet goals and appropriate resources and staff to resolve a problem or situation and/or research and analyze specific programmatic data. Performance is reviewed through observation, completion of projects, status reports, conference and meetings. Work is evaluated with respect to problem solving ability, customer service, research and analytical skills, written and verbal communication skills, information technology problem solving skills and procedural analysis skills, and performance in accordance with the classification standard.

PUBLIC CONTACT:

The employee has regular and frequent contact with division and department employees, other City employees, and the general public including outside agencies and elected officials on occasion.

SELECTION METHOD

Structured Oral Interview

Qualifications Assessment

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).