

ASSISTANT CIVIL ENGINEER

ORIGINAL ENTRANCE

[CLICK HERE FOR DETAILED POSITION DESCRIPTION](#)

DUTIES: Under immediate supervision, an Assistant Civil Engineer performs entry-level civil engineering work in the design, construction, maintenance and operation of water reclamation plants and sewers. May supervise sub-professional personnel.

REQUIREMENTS: The following requirements must be met:

1. Graduation from a four-year accredited college or university majoring in civil, chemical, sanitary or structural engineering. A four-year accredited college or university is interpreted to mean accreditation by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology (ABET). Foreign-educated applicants must produce a satisfactory assessment of their academic qualifications by the Center for Professional Engineering Education Services (CPEES). The CPEES assessment and any additional coursework used to correct deficiencies must be completed by July 1, 2009.

Anticipation of Eligibility: An applicant who can demonstrate the likelihood of receiving the required degree by July 1, 2009 may be admitted to the examination process. Candidates so admitted, who are successful in the examination process, may not be hired until evidence is provided that the requirements were fulfilled by July 1, 2009.

2. Domiciled within the boundaries of the District within six months of successful completion of probation. (The District is in Cook County, Illinois, covering approximately 90% of the county area.)

SALARY: The **2008 salary range is \$58,596.20 to \$90,839.58** per year with appointment usually made at the first (entry) step.

THE EXAMINATION will consist of an assessment of education and experience weighted 100%. The minimum passing score on the assessment of education and experience will be 70% unless determined otherwise by the Director of Personnel. Candidates must achieve a passing score to have their names placed on the eligible list.

APPLICATION AND EXAMINATION PROCESS:

1. [Special applications](#) may be obtained from the **Personnel Public Service Office** of the District by phoning (312) 751-5100 or by visiting the District's web site at www.mwrd.org. **The filing period for this examination will be from Friday, September 5, 2008 through Friday, November 14, 2008.** Note: **District offices will be closed on Tuesday, November 11, 2008 in observance of Veterans Day.**
2. **All completed special applications must be accompanied by a resume.**
3. Special applications and resumes must be filed by one of the following methods:
 - a. Delivered to the **Personnel Public Service Office**, weekdays from 8:45 a.m. to 4:30 p.m. from September 5, 2008 through November 14, 2008.
 - b. Sent by mail to the **Personnel Public Service Office**, Metropolitan Water Reclamation District, First Floor, 100 East Erie Street, Chicago, IL 60611. Applications sent by mail must bear a postmark no earlier than September 5, 2008 and no later than November 14, 2008.

It is the responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner by one of the methods described above. Descriptions and dates of education and experience should be very clear so that an accurate evaluation can be made.

4. All applicants will be advised in writing whether they have been admitted to the examination process.

VERIFICATION OF QUALIFICATIONS: Prospective employees will be required to provide documentation of the required

education upon employment; reported experience may also be verified. Candidates will be required to complete a detailed application later in the employment process.

APPOINTMENTS will be made from an eligible list with three categories: A (Exceptionally Well Qualified), B (Well Qualified) and C (Qualified). Candidates in the highest category will be given first consideration for appointment. This examination is also being given on a Promotional basis. In instances where both Original Entrance and Promotional eligible lists result from an examination process, it is the District's practice to appoint only from the Promotional eligible list until all names from that list have been considered. The eligible list has a duration of one year. The probationary period for this classification is one year. New employees will be required to pass a physical examination which will include a drug test.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Reasonable [accommodation](#) for individuals with disabilities will be made in accordance with applicable laws. Requests for testing accommodations are to be made within one week after the close of the filing period. For information regarding testing accommodations for individuals with disabilities, phone (312) 751-5174.

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ENGINEERING AND SCIENCES GROUP
Civil Engineering Series

ASSISTANT CIVIL ENGINEER
Code: 3221

GENERAL STATEMENT:

Under immediate supervision, performs entry level civil engineering work in the design and operation of water reclamation plants and sewers. May supervise sub-professional personnel.

ESSENTIAL JOB FUNCTIONS

Participates in the preparation of engineering designs, layouts and specifications for water reclamation plants and related facilities; assists in the preparation of contract documents; reviews contract submittals for compliance with quality and safety requirements.

Acts as resident engineer on small projects of simple complexity. Assists a superior in supervising and inspecting civil engineering construction activities, workmanship and materials and in enforcing conformity with plans and specifications; prepares construction reports and attends field meetings.

Supervises or participates in surveying activities.

Plans, schedules and supervises sludge drying and sludge hauling activities in the field.

Conducts engineering studies, tests and analyses; conducts research regarding alternative techniques or processes; collects, calculates, organizes and enters statistical data; prepares reports pertaining to output, progress and/or operations.

Assists in the compilation and computation of cost of materials and equipment pertaining to contracts and in the economic analysis of design projects.

Prepares internal and external correspondence regarding engineering projects and related inquiries; confers with other sections, technical consultants and contractors regarding project requirements and assists in the resolution of associated problems.

OTHER JOB FUNCTIONS

Performs related work of similar complexity as required.

ENVIRONMENTAL CONDITIONS

Typical office environment. May use standard office equipment and computer terminals.

May involve exposure to a variety of operating mechanical equipment and loud noise and/or noxious odors. May include working in all types of weather conditions throughout the plant facility and collection system.

May involve working in close proximity to or in conjunction with construction activities and heavy equipment, and may require exposure to a variety of weather conditions, including extreme heat and cold.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

ENGINEERING AND SCIENCES GROUP

ASSISTANT CIVIL ENGINEER

Civil Engineering Series

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Some knowledge of professional civil engineering criteria as it applies to the design, construction, operation and maintenance of sewage treatment plant facilities, sewer collection systems and flood control systems.

Some knowledge of engineering design principles, especially those involving hydraulics, hydrologic and soil considerations.

Some knowledge of recent developments, current literature and sources of information in civil and environmental engineering.

Some knowledge of the biological, physical, bacteriological, microbiological, and chemical design criteria for water treatment.

Ability to conduct surveys and make other field computations.

Ability to prepare estimates for design and construction.

Ability to utilize word processors, spread sheets, database managers, and similar applications.

Ability understand and interpret detailed construction schedules prepared by the critical path method.

Ability to understand and interpret detailed civil engineering designs and specifications.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to apply engineering formulas to routine mathematics equations.

MINIMUM QUALIFICATION REQUIREMENTS:

Graduation from a four year accredited college or university majoring in civil, sanitary, chemical or structural engineering.

PROMOTIONAL REQUIREMENTS:

Possession of a baccalaureate degree in an appropriate academic specialty. Civil service status as Engineer Trainee; or civil service status as a Treatment Plant Operator I or Engineering Technician IV and one year of service as a Treatment Plant Operator I or Engineering Technician IV.

7/07 Min Quals