

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 2271
Job Title: Manager of Engineering Services
Salary Grade: 20
Bureau: Administration
Department: Environmental Control
Dept. Budget No. 161
Position I.D. 9502178
Shakman Exempt

Characteristics of the Position

General Overview

Under general supervision of the Director and Assistant Director of Environmental Control, manages the Engineering Services Division of the Department per work assignments assigned to 11 employees, supportive of the Department's role, in regards to conducting engineering inspections of industrial facilities respective to annual inspections, permit applications for equipment installation and construction. Interacts with administration of the department, representatives of industrial facilities, EPA officials and municipal officials. Coordinates inspectional information and appraises the Director pertinent to status/progress on various projects. Effectively recommends and approves work projects and staff assignments in accordance with priorities established through and with Environmental Control Director.

Makes policy decisions in regards to Environmental Control installation permits as related to the provisions of the Environmental Control Ordinance. Involves notification of emission sources with regard to applicability of law to specific emission source. Interprets annual inspection results with regard to the ordinance. Handles confidential and propriety information for industrial sources. Maintains confidential file system. Supervises the accountant with regard to revenue collection and supervises the Freedom of Information function.

Key Responsibilities and Duties

Manages the Engineering Division of the Department relevant to enforcement of County, State, and Federal environmental protection laws.

Oversees and monitors engineering field activities of the assigned environmental engineering inspection personnel respective too industrial facilities; reviews permit applications for equipment installation and construction respective to industrial facilities.

Evaluates the work performance if the assigned personnel in regards to accuracy, completeness and timeliness per submission of engineering inspection reports.

Maintains liaison with the Illinois Environmental Protection Agency, U.S. Environmental Protection Agency and local municipalities respective to environmental matters.

Instructs new personnel in regards to policies and procedures of the Department.

Investigates special environmental complaints, engages in noise and seismic surveys; prepares reports respectively.

Knowledge, Skills and Abilities

Considerable knowledge of County, State, and Federal environmental protection laws.

Skill in the application of pollution control engineering principles and practices pertinent to resolving design, construction, and industrial process operating problems.

Skill in managing a work unit and in coordinating personnel to carry out the goals and objectives of the Department.

Skill in communicating, verbally and in writing, with the general public.

Skill in training personnel in regards to policies and procedures of the Department and in the use of various equipment used in engineering inspections.

Skill in preparing detailed engineering reports relevant to engineering inspections of industrial facilities.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in mathematics, chemical, mechanical or civil engineering PLUS a minimum of three (3) years of experience in environmental control or related field **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years professional work experience in environmental control pollution engineering.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.