



Code: 5907

Family: Technical Engineering

Service: Operation and Construction

Group: Engineering, Designing, and Structural

Series: General Engineering

CLASS TITLE: ASSISTANT CHIEF HIGHWAY ENGINEER

CHARACTERISTICS OF THE CLASS

Under direction, assists in managing several sections in the Bureau of Highways engaged in the construction and renovation of City streets, and performs related duties as required

ESSENTIAL DUTIES

- Assists in directing section supervisors and managing engineering consultants functioning as design and resident engineers on assigned projects
- Assists in directing the conduct of field surveys and engineering studies to identify conditions that may impact the scope of proposed street construction and renovation projects
- Assists in prioritizing street construction and renovation projects
- Meets with engineers and consultants to determine scope, costs, design criteria, and specifications for street construction and renovation projects
- Reviews project design plans and contract documents, cost estimates, and engineering calculations to ensure compliance with established design criteria, project scope, and schedules and budget specifications
- Assists in coordinating construction schedules to ensure minimal disruption to traffic flow
- Assigns projects to section supervisors and consultant engineers and monitors their performance to ensure projects comply with established specifications, schedules, and budgets
- Assists in developing work standards and conducts performance evaluations of subordinate personnel
- Assists in establishing and implementing policies and procedures relative to engineering operations
- Assists supervisors in resolving complex engineering problems
- Acts as a liaison between consultants, contractors, and other departments and agencies to resolve problems and conflicts that arise during the course of projects
- Approves plan changes, contract modifications, and partial and final payments submitted by engineering staff and consultants
- Assists in preparing and administering the bureau's operating budget
- Assists in directing the preparation of project status reports
- Consults with other departments and agencies to coordinate personnel engaged in work affecting road construction activities
- Provides technical information on road construction activities at hearings and regulatory proceedings

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 Civil Engineering or a directly related field of engineering, plus four years of work experience in the planning, design and construction management of highway engineering projects of which two years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience, provided that the minimum degree requirement is met

Licensure, Certification, or Other Qualifications

- Registration as a Professional Engineer (R.P.E.) in the State of Illinois is required

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise
- Exposure to hazardous conditions (e.g., construction sites, heavy machinery)

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)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- applicable federal, state, local laws, regulations, and guidelines affecting transportation projects
- *methods and procedures utilized in planning, scheduling, and funding of projects (e.g., transportation, public works, construction)
- *applicable engineering design theories, principles, methods, and practices

Some knowledge of:

- *management and supervisory methods, practices, and procedures
- *budgetary preparation and planning
- *contract administration procedures
- *project costing, monitoring, and reporting methods, practices, and procedures
- *applicable safety principles, methods, practices, and procedures

- procedures and techniques used in testing and inspecting materials and equipment used in construction projects

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, taking 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
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *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
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *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 MATHEMATICALLY - Choose the right mathematical methods or formulas to solve a problem

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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.

CODE: 5907

CLASS TITLE: ASSISTANT CHIEF HIGHWAY ENGINEER

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: June, 2010