



NOW HIRING

Assistant Executive Director/Civil Engineer Glenbard Wastewater Authority

DESCRIPTION:

The Glenbard Wastewater Authority (“the Authority”) is seeking qualified candidates for the full-time position of Assistant Executive Director/Civil Engineer. The purpose of this position is to assist with planning, directing, and reviewing the various activities of the Authority, including all infrastructure related to the wastewater treatment plant facilities; directly oversees the day-to-day management of the Authority’s capital improvement construction projects. Also, coordinates assigned activities with the Villages of Glen Ellyn and Lombard, as well as outside agencies and constituents; assists with preparing the Authority’s multi-year Capital Improvement and Operations Budgets; and provides highly responsible and complex administrative support to the Authority’s Executive Director. Other related duties as assigned.

ESSENTIAL FUNCTIONS:

- Manages, schedules and monitors complex municipal wastewater plant infrastructure projects and tracks project budgets. Prepares comprehensive engineering reports.
- Prepares design drawings, specifications, cost estimates and all related contract documents for a variety of infrastructure improvement projects.
- Provides day-to-day oversight of selected construction projects, documents construction activities, and processes progress payments, construction change orders and claims.
- Makes decisions and/or provides input and recommendations on design, land development, or construction issues.
- Solicits, coordinates, and reviews work of professional consulting firms engaged in infrastructure related studies, designs and construction oversight.
- Develops, prepares and presents budgets, reports, plans, presentations and supporting documentation.
- Assists in the development and coordination of the Authority’s multi-year Capital Improvement Program (“CIP”), including developing project descriptions, preliminary budgets, and schedules.
- Oversees professional and para-professional personnel; reviews work in progress; evaluates performance of assigned staff, serving as coach, mentor and facilitator for individuals and work teams; and serves as Acting Director in Executive Director’s absence.

- Coordinates activities with other divisions, municipalities, and outside agencies to manage various permits, plan reviews, etc. for various projects.
- Confers with property owners, contractors, architects and the general public concerning interpretation and application of the Authority's policies, rules and procedures, and other related issues.
- Facilitates effective interactions with and among professional and technical staff and peers, elected officials, outside agencies, municipal staff, citizens and other stakeholders to ensure that information is shared, opportunities to be involved are available, and informed consent among affected interests is attained where possible.
- Attends, participates, and represents the Authority on a variety of in-house and regional technical and planning committees. Conducts and/or participates in public hearings and commission meetings, as needed, to explain program plans, provide subject matter expertise, and solicit input from the public and/or elected and appointed officials.
- Resolves regulatory, implementation and/or interpersonal conflicts with individuals, groups and members of the public. Responds to public complaints regarding infrastructure projects and initiatives.
- Assists Executive Director with activities, operations, and services related to budget, administration, staff development and operations. Seeks and supports continual improvement related to program outputs.
- Carries out comprehensive plans, goals and objectives in assigned program area. Prepares recommendations on a variety of public policy issues, procedural requirements, plans and ordinances.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Civil Engineering, Construction Management, or related field. Master's degree in Civil Engineering, Business Administration, Public Administration, or related field is a plus.
- 5-7 years of increasingly responsible experience as an Engineering Project Manager or Civil Engineer; wastewater treatment infrastructure design and construction engineering experience is preferred; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities may be considered.
- Must be registered as a Professional Engineer (PE) at time of application with registration in the State of Illinois obtained by the end of six (6) months of employment.
- Minimum of three (3) years of experience supervising and managing the work of contractors, consultants, and/or in-house professionals.
- In depth knowledge of laws, regulations, and practices related to the business of municipal or wastewater treatment engineering. Previous field engineering/construction inspection experience is required.
- Valid driver's license required at time of hire.
- Must be a self-starter, and possess the ability to communicate effectively, both orally and in writing, with a variety of stakeholders (e.g. residents, employees, senior management, and elected officials).
- Proven ability to think quickly on his/her feet, and be able to use good judgment in effectively defining and solving problems.
- Must also be able to tactfully take control of a situation, and also be able to effectively delegate and prioritize work.
- The ability to perform complex mathematical calculations, and be able to prepare and monitor operating and capital budgets, and various engineering-related project reports.

- Must have outstanding project management skills; the ability to research, write, and draft grant applications is required.
- Previous public speaking/presentation experience is desirable.
- Candidates must be computer savvy, and have excellent MS Office software skills (e.g. Word, Excel, Outlook). GIS Skills are a plus.

General work schedule is 7:00 a.m. to 3:30 p.m. Monday through Friday. Additional hours will be required from time to time depending on project workload.

SALARY/BENEFITS:

The salary range for this position is \$78,960 to \$119,595 (Grade Q) with an excellent fringe benefits package, including participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan. Anticipated starting salary for this full-time, exempt position is +/- \$99,000/year. Actual starting salary is negotiable, and will be dependent upon qualifications, experience, and professional achievement.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #14-18 Assistant Director/Civil Engineer-GWA)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.

The Authority is accepting applications until **July 9, 2018 at 5:00 pm**. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

**THE GLENBARD WASTEWATER AUTHORITY IS
AN EQUAL OPPORTUNITY EMPLOYER**