



NOW HIRING

Project Engineer Glenbard Wastewater Authority

DESCRIPTION:

The Glenbard Wastewater Authority (“the Authority”) is seeking qualified candidates for the full-time position of Project 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 administrative support to the Authority’s Executive Director. This position has the opportunity for upward mobility into a leadership position. 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.
- Assists in preparation of 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.
- Assists in drafting and managing permit applications for major capital improvement projects and demonstrates an understanding of the IEPA’s facility planning process and the administration of the revolving loan program.
- Makes decisions and/or provides input and recommendations on design, land development, or construction issues.
- Assists in development and management of the Authority’s front-end bidding documents and specifications.
- Conducts internal studies for equipment replacements, planning level studies for future regulatory or capacity compliance and assesses technology needs for the Authority.
- Solicits, coordinates, and reviews work of professional consulting firms engaged in infrastructure related studies, designs and construction oversight.
- Coordinates with O&M staff and consultants to analyze data and review potential improvements.

- Evaluates input of staff and committee to recommend selection of professional consulting firms to perform a variety of professional work for the Authority.
- Assists in the development and coordination of the Authority's multi-year Capital Improvement Program ("CIP"), including developing project descriptions, preliminary budgets, and schedules.
- Assists with oversight of professional and para-professional personnel; Coordinates activities with other divisions, municipalities, and outside agencies to manage various permits, plan reviews, etc. for various projects.
- Confers with property owners, contractors, and architects 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. 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.
- Assists in resolution of regulatory, implementation and/or interpersonal conflicts with individuals, groups and members of the public. Assists in responding 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. Assists with preparation of recommendations on a variety of public policy issues, procedural requirements, plans and ordinances.
- Experience with work related to SCADA, IT, Electrical related projects, and other items that are technology related or electrical in nature is preferred, but not essential.

QUALIFICATION REQUIREMENTS:

- Bachelor's degree in Civil Engineering, Construction Management, Electrical Engineering, or related field. Master's degree in Civil Engineering, Electrical Engineering, or related field is a plus.
- 3-5 years of increasingly responsible experience as an Engineering Project Manager, Civil Engineer, or Electrical Engineer; wastewater treatment infrastructure design and construction engineering experience are preferred; or an equivalent combination of training and experience which provides the required knowledge, skills and abilities may be considered. Experience with SCADA, Medium Voltage Electrical Grids, IT management, and other electrical/technology related fields is a plus.
- A Professional Engineer (PE) at time of application with registration in the State of Illinois, or ability to obtain a PE by the end of one (1) year of employment.
- Minimum of one (1) year of experience supervising and managing the work of contractors, consultants, and/or in-house professionals.
- 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 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.
- Project management skills; the ability to research, write, and draft grant applications is desirable.
- 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 and/or CAD 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 \$67,976 to \$103,279 (Salary Grade N) 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 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, and hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #02-18 Project 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 **March 23, 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**

Glenbard Wastewater Authority
(630) 790-1901