Assistant Civil Engineer
Recruitment #20-20003221-002

Date Opened 2/28/2020 12:00:00 AM
Close Date 3/27/2020 11:59:00 PM
Qualification Date July 1, 2020
Job Type Original Entrance
Salary Starting Annual Salary $73,156.20

Original Entrance - Introduction
This examination is open to all candidates, both internal and external, who meet the minimum requirements.

Applications will be accepted only during the designated filing period for this examination. The opening and closing dates of the filing period are listed in this announcement. Applications must be filed by the following method:

Submitted online through the District's Online Employment Center at www.districtjobs.org. Applications must be submitted by 11:59 p.m. Central Time on the closing date in order to be considered.

The deadline for filing an application will not be extended due to any unavailability of the District’s Online Employment Center. The District will not be liable for the Online Employment Center being unavailable for any period of time, and it is the sole responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner. Therefore, it is recommended that applications be submitted early in the filing period.

It is the responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner by the method described above.

Descriptions and dates of education, experience and any required license or certification should be very clear so that it is understood exactly how the applicant meets the minimum requirements. Prospective employees will be required to provide documentation of the required education, experience and licensure/certification upon employment. Falsification of a material statement in an application may constitute grounds for rejection of the application, exclusion from the examination, removal from the eligible list, or discharge of an employee from his or her position in the Classified Service.

Minimum Requirement Date: The minimum requirements for this examination must be met by the qualification date listed in this announcement.

Residency Requirement: There is no residency requirement to participate in the examination; however, all District employees must be 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.)

Veterans’ Preference: In Original Entrance examinations, five points for Veterans’ Preference will be added, in accordance with the District statute, to the scores of those candidates who attain a passing score in all phases of the examination. Information regarding the periods of eligible service, the documentation needed to file a claim and Veterans’ Preference claim forms can be obtained through the District’s website, by clicking here, or requested at the test site.

Probationary Period: The probationary period for this classification is one year (250 days worked).
**Hiring and Employment Objectives:** The Metropolitan Water Reclamation District of Greater Chicago is committed to hiring and employment practices that base employee selection on a candidate's knowledge, skill and ability to perform effectively on the job; provide equal employment opportunity to all applicants; prohibit the entry of political reasons or factors and other improper considerations into any stage of the selection and hiring processes; and create a transparent, honest and fair hiring system.

**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 accommodation for individuals with disabilities, phone (312) 751-5170 (voice) or (312) 751-5916 (TTY).

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**Original Entrance - Examination**

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

**Minimum Requirements:** Graduation from a four-year accredited college or university majoring in chemical, civil, environmental, sanitary or structural engineering.

An applicant who can demonstrate the likelihood of receiving the required degree by the qualification date may be admitted to the examination process. Candidates so admitted, who are successful in the examination process, may not be appointed until evidence is provided that the requirements were fulfilled by the qualification date. 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). Effective October 31, 2006, foreign-educated applicants must produce a satisfactory assessment of their academic qualifications by the Center for Professional Engineering Education Services (CPEES), a unit of the National Council of Examiners for Engineering and Surveying (NCEES), or present an undergraduate degree from a school that is recognized by the Washington Accord. Prior to October 31, 2006, assessment by the Engineering Credentials Evaluation International (ECEI) was deemed qualifying. The NCEES assessment and any additional coursework used to correct deficiencies must be completed by the qualification date.

**Examination:** The examination will consist of a written test weighted 100%. The minimum passing score on the written test will be 70% unless determined otherwise by the Director of Human Resources. Candidates must achieve a passing score to have their names placed on the eligible list.

The written test will assess candidates' knowledge, skill and ability in areas such as principles and engineering calculations related to the design or construction of wastewater collection, treatment and stormwater management, wetland protection, erosion control and reservoir and dam systems, including hydraulic, hydrologic, soil, ecology, biology and microbiology principles; interpretation of engineering designs, layouts and specifications for water reclamation plants and related facilities; economic analysis, including computation of cost of materials and equipment; construction inspection and reporting, including interpretation of work progress and schedules; job-related safety; reading comprehension and written communication skills.

**Examination Process:** All applicants will be advised by email if they have been admitted to the examination process. Applicants who do not receive a response to their application by Friday, April 17, 2020 should contact the Employee Selection Office at (312) 751-5100.

**WRITTEN TEST:** The written test will be administered on Saturday, April 25, 2020 at the Chicago High School for Agricultural Sciences, 3857 W 111th St Chicago, IL 60655.
Candidates should report at 9:00 a.m. with the approved (printed) admission letter and driver's license or other form of photo identification. Calculators will be provided. The use of books, study guides, cell phones, tablets, smartwatches, laptops or other aids during the test is prohibited.

**Original Entrance - Appointments**

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. Appointment is subject to successfully passing a physical examination, a drug test and a criminal history background investigation.