

ENGINEER IV/ MANAGER, AIR REGULATORY DIVISION – summary of job description

COOK COUNTY DEPARTMENT OF ENVIRONMENT AND SUSTAINABILITY

69 W. WASHINGTON ST., CHICAGO 60602

Overview

The Cook County Department of Environment and Sustainability manages environmental regulatory programs in the areas of air quality, solid waste, and asbestos. Conducting about 8,000 inspections per year, the Department is the environmental protection “boots on the ground” for suburban Cook County. Our main offices (and this position) are in downtown Chicago, and an air quality monitoring laboratory is located in the western suburbs. The Department also coordinates sustainability programs such as energy efficiency, waste reduction and renewable energy for County government offices and for businesses and residents in Cook County.

This position supervises engineers and inspectors in inspection of businesses for air emissions under County, State and Federal environmental regulatory codes. Schedules work, manages annual permitting and billing process, tracks performance. Reviews equipment installation permits. Trains staff and provides information on environmental issues to businesses and the public. Coordinates process of administrative hearings for infractions. Prepares analyses and reports. Assists with automation of processes. Coordinates with outside entities such as Illinois Environmental Protection Agency, local municipalities, and other County Departments. Occasionally engages in special projects such as best practices research, writing of ordinances, etc.

Knowledge, Skills and Abilities

Knowledge of or ability to learn Federal, State and County laws regulating environmental protection. Analytical skills. Skill in communicating both verbally and in writing with a variety of audiences, including businesses, local government officials and the public. Proficiency with Microsoft Office suite including Excel, Word and Powerpoint. Experience with databases a plus.

Reports to Deputy Director

Qualifications

Minimum: Bachelor’s Degree plus at least two years relevant professional work experience. Preferred: Master’s Degree plus five years relevant professional work experience including significant supervisory or managerial experience. This work will require moderate travel throughout Cook County for which employee must provide own transportation.

TO APPLY: SEND RESUME TO deborah.stone@cookcountyil.gov