

**POSITION PROFILE**  
**MANAGER OF ENGINEERING SERVICES**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

---

**UNDER THE**  
**PRESIDENT**

---

March 2024

## POSITION PROFILE

POSITION: Manager of Engineering Services

DEPARTMENT: Environment and Sustainability

REPORTS TO: Director of Environment and Sustainability

SALARY RANGE: \$95,550 - \$112,081

HOW TO APPLY: Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountyiil.gov](mailto:Shakmanexemptapplications@cookcountyiil.gov)

## OVERVIEW

The Cook County Bureau of Administration is seeking a Manager of Engineering Services in the Department of Environment and Sustainability that will manage the Engineering Division of the Department in the enforcement of County, State, and Federal environmental protection laws.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

### WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyiil.gov](mailto:risk.mgmt@cookcountyiil.gov).

YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



## SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
  - 2nd largest county in America
  - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
  - Nearly 80% unionized workforce
  - 15 unions represented
  - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

## LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

## ROLE SUMMARY

---

Under general supervision of the Director and Deputy Director of Environment and Sustainability, manages the Engineering Services Division staff of the Department that conduct inspections of facilities respective to asbestos removal, demolitions, waste management, annual inspections, permit applications for equipment installation and construction. Interacts with administration of the department, representatives of facilities, EPA officials and municipal officials. Coordinates inspection information and appraises the Director of status/progress on various projects. Effectively recommends and approves work projects and staff assignments in accordance with priorities established by and with the Environment and Sustainability Director.

Makes policy decisions in regard to permits as related to the provisions of the Environmental Control Ordinance, as well as manages enforcement of the Environmental Code Ordinance. Interprets inspection results with regard to the ordinance. Handles confidential and propriety information for industrial sources. Recommend policy and ordinance changes to the Director.

## KEY RESPONSIBILITIES AND DUTIES:

Manages the Engineering Division of the Department in the enforcement of County, State, and Federal environmental protection laws.

Oversees and monitors engineering field activities of the assigned environmental engineering inspection personnel respective to facilities; reviews permit applications.

Evaluates the work performance of the assigned personnel in regard to accuracy, completeness and timeliness per submission of engineering inspection reports.

Maintains liaison with the Illinois Environmental Protection Agency, U.S. Environmental Protection Agency and local

municipalities respective to environmental matters.

Instructs new personnel in regard to policies and procedures of the Department.

Evaluates programs and recommends new programs, ordinances and policies.

Investigates special environmental complaints, engages in noise and seismic surveys; prepares reports respectively.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of County, State, and Federal environmental protection laws.

Ability to evaluate programs and operations and to recommend program and ordinance changes.

Skill in the application of pollution control engineering principles and practices pertinent to resolving design, construction, and industrial process operating problems.

Skill in managing a work unit and in coordinating personnel to carry out the goals and objectives of the Department.

Skill in communicating, verbally and in writing, with the general public.

Skill in training personnel in regard to policies and procedures of the Department and in the use of various equipment used in engineering inspections.

Skill in preparing detailed engineering reports relevant to engineering inspections of facilities.

### **MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's Degree or higher in Environmental Engineering, Chemical Engineering, Biological Engineering, Civil Engineering, Mechanical Engineering, Industrial Engineering, Industrial Technology, Public Health, Environmental Planning, Environmental Policy, Environmental Health, Environmental Management, Natural Science, Natural Resources, Environmental Science, Physical Science, Geology, Geography, Physics, Chemistry, Chemical Science(s), Biology or Biological Science(s). PLUS a minimum of three (3) years of experience in environmental control or related field

### **OR**

An equivalent combination of professional work experience, training and education.

### **PREFERRED QUALIFICATIONS:**

Master's degree in fields listed under Minimum Qualifications.

Five (5) years professional work experience in environmental control.

### **PHYSICAL REQUIREMENTS:**

#### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

## **EMPLOYMENT TERMS**

---

**RESIDENCY REQUIREMENT:** Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.