

Protecting Our Water Environment

Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET

CHICAGO, ILLINOIS 60611-3154

312.751.5600

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Assistant Structural Engineer ORIGINAL ENTRANCE

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

Applications may be obtained from the Employment Service Office of the District by phoning (312)751-5100 or by visiting the District's Online Employment Center at www.mwrd.org. 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 one of the following methods:

- I. Submitted online through the District's Online Employment Center. Applications must be submitted by 11:59 p.m. Central Time on the closing date in order to be considered.
- II. Delivered to the **Employment Service Office** weekdays from 8:45 a.m. to 4:30 p.m. during the filing period. Please note, District offices are closed on holidays.
- III. Sent by mail to the **Employment Service Office**, Metropolitan Water Reclamation District, First Floor, 100 East Erie Street, Chicago, IL 60611. Applications sent by mail must bear a postmark no earlier than the opening date and no later than the closing date of 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 one of the methods 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 Deadline: The minimum requirements for this examination must be met by the qualification deadline 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 Online Employment Center at www.mwrd.org 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 qualified 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).

EXAMINATION INFORMATION

Job Title	Assistant Structural Engineer
Examination #	13024
Opening Date	Friday, January 11, 2013
Closing Date	Friday, February 22, 2013
Qualification Deadline	Monday, July 1, 2013
Minimum Annual Salary	\$62,466.56
Maximum Annual Salary	\$96,839.34
Duties	
Under immediate supervision, performs entry-level structural engineering work in the design of steel, wood and reinforced concrete structures. May supervise sub-professional personnel.	
Minimum Requirements	
Graduation from a four-year accredited college or university majoring in structural or civil engineering. An applicant who can demonstrate the likelihood of receiving the required degree by the qualification deadline 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 deadline. 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). Foreign-educated applicants must produce a satisfactory assessment of their academic qualifications by the National Council of Examiners for Engineering and Surveying (NCEES). The NCEES assessment and any additional coursework used to correct deficiencies must be completed by the qualification deadline.	
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 practices of civil, electrical, environmental, mechanical and structural engineering criteria including engineering economics and their application to the design, construction, operation and maintenance of sewage treatment plant facilities, sewer collection systems and flood control systems; scientific design criteria for wastewater treatment, including biological, physical, bacteriological, microbiological and chemical considerations; structural design principles; hydrology and hydraulics; computerized control systems; technical application of mechanics, thermodynamics and related engineering sciences to problems of heating, ventilating and plumbing; understanding and interpreting detailed engineering designs and specifications; application of engineering formulas to routine mathematical equations; use of computer applications including word processing, spreadsheets and databases; and written communication.	
Examination Process	
All applicants will be advised in writing if they have been admitted to the examination process. Applicants who do not receive a response to their application by March 15, 2013 should contact the Employment Service Office at (312) 751-5100.	
The written test will be administered on Saturday, March 23, 2013 at the Chicago High School for Agricultural Sciences, 3857 West 111th Street, Chicago, IL.	
Candidates should report at 9:00 a.m. with the approved admission letter and a driver's license or other form of photo identification. Candidates may bring a quiet, cordless calculator for use during the test. Calculators with a typewriter keypad (QWERTY format) and calculators with wireless capability are not permitted. In addition, no books, study guides, cell phones, PDAs, laptops or other aids will be allowed.	
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. The eligible list has a duration of one year. Appointment is subject to successfully passing a physical examination, drug test, and criminal history background investigation.	