

KANE COUNTY JOB DESCRIPTION

ENVIRONMENTAL AND WATER RESOURCES DEPARTMENT

JOB TITLE: Water Resources Director – Jodie L. Wollnik

FLSA STATUS: Exempt

GENERAL SUMMARY:

Manage the Water and Environmental Resources Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Assist in the administration of the Kane County Stormwater Ordinance for unincorporated Kane County, and within the non-certified municipalities under the ordinance, to prevent flooding and other stormwater related problems with new development via ordinance enforcement and the issuance of stormwater permits.
- Plat Officer
- Direct the Cost Share-Drainage Program to reduce flooding in developed areas of the unincorporated county through annual programming, budgeting, and construction of drainage improvement projects.
- Manage the Kane County Water Supply Planning Program to protect existing water resources and find additional water supplies for the county's growing population.
- Administer contracts with consultants for the Stormwater Ordinance, Cost-Share Drainage and Water Supply Planning programs, including engineering, scientific and planning consultants, to assure compliance with ordinances; public health, safety and welfare; and the strategy and goals of the water supply planning program.
- Represents the County in meetings with other governmental, scientific and planning agencies, including the Chicago Metropolitan Agency for Planning, Metropolitan Planning Council, Northwest Water Planning Alliance, Illinois State Water Survey, Illinois State Geological Survey, and others in matters related to the county's water resource plans, programs, policies and goals that have been or need to be established to preserve and protect the water resources of the county.
- Direct the work of water resource engineering staff and management staff, focus their work, and guide them through complex matters in order to keep Department projects and programs moving forward to completion in a timely and cost-effective manner.
- Strategize, coordinate and negotiate local stormwater improvement and drainage projects with municipalities, drainage districts, township road districts, wastewater reclamation districts, developers, private property owners, the Forest Preserve District and the Division of Transportation, for both existing and proposed new development, to be affordable, cost effective, and compliant with applicable ordinances and statutes to protect public health, safety and welfare.
- Prepare the Department's annual budget request and control expenses for the Department; provide optimal levels of service at the least cost, via review of monthly expense and revenue reports and periodic meetings with staff and superiors.
- Prepare reports and presentations for the Development, Energy and Environmental and Agriculture Committee agenda items prior to placement on the agenda; participate in various intra-county meetings on behalf of the Department; brief County Board Chairman and County Board Members regarding ongoing activities within the Department at appropriate intervals or with important information.
- Prepare and deliver public presentations and papers to educate and inform others of Kane County's activities and forward planning regarding the Department's projects and programs via PowerPoint or publication.

- Implementation of required duties and responsibilities as set forth in the Department's mission and goals.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Extensive knowledge of stormwater, floodplain, wetland and soil erosion and sediment control, scientific and design engineering methods, standards and practices; and public works funding, construction, maintenance and operation methods and practices.
- Extensive knowledge of Illinois State Statutes and Federal Regulations pertaining to floodplains, drainage, wetlands, municipal and county government, public works financing, construction contracts.
- Working knowledge of comprehensive floodplain, watershed and stormwater management current technology, computer methods and programs.
- Working knowledge of natural stream systems including sediment transport, stream geomorphology, stream patterns, stream stability and stream stabilization techniques.
- Extensive knowledge and experience with municipal water and wastewater systems including wells; surface water supplies; treatment methods; distribution and collection systems; wastewater reuse and land application systems; water conservation; private wells; conventional and mechanical septic systems; and other water related infrastructure.
- Familiarity with earth and water sciences, including the hydrologic cycle, climate, glacial deposition of soils, aquifers, groundwater, surface water and soil science.
- Working knowledge of the principles and practices of supervision, including interviewing; hiring; training; assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Proficient in the use of a personal computer including the use of Microsoft Word, Outlook, Excel, and Power Point, and other programs and software.
- Ability to apply appropriate county procedures and policies to Department activities.
- Ability to effectively communicate, both orally and in writing, with elected officials, the public, other professionals, and co-workers.
- Certification
 - Required: Illinois Licensed Professional Engineer (P.E.)
 - Desirable: Certified Floodplain Manager (CFM)
- Education
 - Required: Bachelor of Science in Civil or Environmental Engineering
 - Desirable: Master of Science in Engineering or Public Works Administration
- Experience: Ten or more years of progressively responsible professional civil engineering experience are required, with at least five years experience in one of the following areas: site development engineering, public works management, water resources engineering, environmental engineering, or a related field.
- Valid Illinois driver's license.

PHISYCAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

- Office work, including sitting, standing, walking and keyboard work; field work, including driving car; lift up to 40 lbs (manhole lids); dig small holes; walk hilly terrain, farmland, woodland, shallow creeks-wetlands-flooded areas.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

- Office environment; work outdoors all four seasons of the year.

REPORTING RELATIONSHIPS:

- Reports to: County Board Chairman
- Directs Work of: Environmental & Water Resources Department Engineering and Administrative Staff, Engineering Consultants, Drainage Consultant, Contractors, Technicians