



Job Announcement

Assistant Commissioner, SR - \$104,580.00

Chicago Department of Aviation

Planning, Noise, & Environment Division: One (1)

ESSENTIAL DUTIES

- Supervise one or more employees working in the CDA Environment Section.
 - Serve as a hiring manager.
 - Assign and prioritize work for the Section, which includes environmental compliance, sustainability, and drainage planning.
 - Review employee work for accuracy and completeness and provide feedback to employees.
 - Foster professional development of employees.
 - Initiate recognition, mentoring, and progressive discipline of employees as needed.
 - Conduct performance reviews of employees as required.
- Establish goals and objectives for the Section.
- Write standard operating procedures (“SOPs”) for City staff and consultants to implement the work.
- Ensure a high quality of work product by City staff and consultants.
- Maintain constructive working relationships and coordinate work between the CDA and other government agencies with responsibilities for environmental compliance, environmental response, and drainage planning, including the USEPA, USACE, FEMA, IEPA, IEMA, OSFM, IDNR OWR, CDPH, and DWM.
- Demonstrate compliance with federal, state, and local regulations for:
 - Stationary sources of air pollution.
 - Stormwater discharges associated with industrial activities, municipal activities, and construction activities.
 - Wetlands impacts and mitigation.
 - Floodplains and floodways.
 - Remediation of contaminated land.
 - Storage, sampling, analysis, removal, transportation, disposal, and recycling of hazardous waste, universal waste, used oil, and clean construction and demolition debris (“CCDD”).

- Aboveground storage tanks (“ASTs”) and underground storage tanks (“USTs”), and any cleanup of leaking tanks.
 - Asbestos-containing material (“ACM”), lead-based paint (“LBP”), and mold, and any associated abatement.
- Complete Phase I and Phase II environmental site assessments as needed.
 - Complete surveys of ACM, LBP, mold, and hazardous materials as needed to support construction, demolition, renovation, operation, and maintenance of airport facilities.
 - Coordinate environmental response actions for spills and releases of petroleum and chemicals to the environment.
 - Implement CDA policies regarding sustainable design, construction, operation, and maintenance of airport facilities. Maintain and update the Sustainable Airport Manual (“SAM”).
 - Conduct reviews of airport development projects to ensure compliance with environmental regulations and CDA sustainability policies.
 - Maintain inventories and maintenance plans for airport detention basins, dams, ditches, and roadway culverts; maintain an inventory of outfalls to receiving waters; and maintain a drainage master plan.
 - Determine the applicability of proposed environmental regulations and their potential impacts to airport development and operations.
 - Participate in the development of pollution liability insurance coverage for the airports.
 - Participate in the report of costs and obligations associated with pollution cleanup efforts.
 - Demonstrate contract management authority.
 - Ensure preparation of contract and project scopes of work, schedules, and budgets.
 - Participate in pre-proposal and pre-bid meetings to articulate the contract goals of the Section.
 - Participate in contractor evaluation committees.
 - Encumber funds for contractor services.
 - Interpret contract terms to ensure contractor performance.
 - Review and approve contractor invoices.
 - Manage grants for environmental projects.
 - Assist with preparation of grant applications.
 - Review requests for grant drawdowns.
 - Prepare documentation for grant closeouts.
 - Assist with preparation of the annual O&M budgets.
 - Assist the CDA in responding to Freedom of Information Act (“FOIA”) requests, inquiries from the media and elected officials, and social media posts.

Additional duties may be required for this position.

Location: CHICAGO DEPARTMENT OF AVIATION

Address: 10510 W. Zemke Road, Chicago

Shift: 9:00 a.m. – 5:00 p.m.

Days Off: Saturday and Sundays

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

Qualifications

MINIMUM QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in a field related to the duties performed, including five (5) years of work experience related to the position, of which two (2) years are in a supervisory role related to the responsibilities of the position or an equivalent combination of education, training, and experience.

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

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FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – Assistant Commissioner – Planning, Noise, & Environment

Assistant Commissioner - Planning, Noise & Environment (O'Hare)

\$104,580.00

Job #376549

05/20/23 - 06/05/23

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached, (resume, cover letter, and transcripts.)