

Protecting Our Water Environment

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Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET

CHICAGO, ILLINOIS 60611-3154

312.751.5600

Supervising Environmental Microbiologist

ORIGINAL ENTRANCE

Supplemental Application Required

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

In addition to the employment application, a supplemental application is required for this examination.

Supplemental and employment application forms 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. Supplemental and employment application forms 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. Supplemental and employment application forms must be filed by one of the following methods:

- I. Submitted online through the District's Online Employment Center. Supplemental and employment application forms 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. Supplemental and employment application forms 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 supplemental and employment application forms are 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	Supervising Environmental Microbiologist
Examination #	13010
Opening Date	Friday, February 8, 2013
Closing Date	Friday, March 8, 2013
Qualification Deadline	Sunday, April 7, 2013
Minimum Annual Salary	\$95,328.74
Maximum Annual Salary	\$137,844.46
Duties	
Under general direction, carries out or supervises biological monitoring and research performed in the areas of microbiology or aquatic ecology and water quality by the District and is responsible for developing and managing the data required in these areas.	
Minimum Requirements	
Graduation with a master's degree or doctor of philosophy degree from an accredited four year college or university with a major in microbiology, bacteriology, virology, biology, or the environmental sciences with emphasis on environmental biology or microbiology, and five years of experience in microbiology, including one year at a supervisory level. Substitution: Graduate work beyond the master's degree in microbiology, bacteriology, biology, or the environmental sciences with emphasis on environmental biology or microbiology, may be substituted for the required non-supervisory experience on a year-for-year basis.	
Examination	
The examination will consist of an oral test, including a written exercise, weighted 100%. Candidates must achieve a passing score to have their names placed on the eligible list.	
The oral test will assess candidates' knowledge, skill and ability in areas such as the requirements for operating a certified laboratory including Standard Operating Procedures, Quality Assurance Project Plans, and Quality Assurance/Quality Control; wastewater microbiology processes, techniques, and technologies and determination of their applicability to wastewater treatment plant operations; review and interpretation of data related to water quality and biosolids testing, research and development; initiation and implementation of research projects; supervision; and oral 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 29, 2013 should contact the Employment Service Office at (312) 751-5100.	
ORAL TEST: The tentative dates of the oral test are Friday, April 5, 2013 and Saturday, April 6, 2013 (if necessary to accommodate the number of candidates). Candidates will be informed in writing of the date, time and place of the oral test.	
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. This examination is also being given on a Promotional basis. In instances where both Original Entrance and Promotional eligible lists result from an examination process, it is the District's practice to appoint only from the Promotional eligible list until all names from that list have been considered. The eligible list has a duration of three years. Appointment is subject to successfully passing a physical examination, drug test, and criminal history background investigation.	