

*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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## **Facilities Administrator 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](http://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. 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.
- II. 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.
- III. 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.

**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 to be approved for participation in the examination.

**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](http://www.mwrd.org) or requested at the test site.

### **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).