



# CURRENT JOB OPENINGS

as of 7/18/2023 10:53 AM

For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs). Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.

## **CITY LABORER (DPW) – 08.11.2023**

Under supervision, City Laborers perform light to heavy manual work. City Laborers are employed by the Department of Public Works (DPW) in the following areas: Streets, Sewers, Electrical Services, Sanitation, Water, and Forestry; assignment to an area is based on the needs of the City.

## **CONSUMER ENVIRONMENTAL HEALTH INSPECTOR 2 & CONSUMER ENVIRONMENTAL HEALTH INSPECTOR 1 (MHD) – 07.28.2023**

Under the direction of the Consumer Environmental Health Supervisor, the Consumer Environmental Health Inspector applies environmental and public health control measures to preserve human health, safety, and welfare and to protect consumers from fraudulent practices in all commercial transactions involving determinations of quantity.

## **COURT SERVICES ASSISTANT III (MUNICIPAL COURT) – 08.04.2023**

The Court Services Assistant III performs a variety of administrative and customer service functions to support the efficient operation of the Municipal Court.

## **CUSTOMER SERVICE REPRESENTATIVE III – BILINGUAL (DER) – Continuous**

As frontline service provider, a Customer Service Representative III-Bilingual (CSR III-Bilingual) ensures customer satisfaction by performing clerical and customer service functions such as responding to inquiries and requests for services via telephone and in person, scheduling service appointments, handling cashiering or teller duties, and providing Spanish-English interpretation and translation for staff and the public.

## **ELECTRICAL INSPECTION SUPERVISOR (DNS) – 08.04.2023**

The Electrical Inspection Supervisor directs and supervises the electrical and elevator inspections and coordinates the enforcement of all City and State codes related to electrical and elevator installations, periodical inspections and maintenance issues.

## **ELECTRICAL INSPECTOR (DNS) – Continuous**

The Electrical Inspector conducts electrical systems inspections in commercial, industrial, and residential buildings to ensure compliance with applicable codes.

## **ELEVATOR INSPECTOR (DNS) – Continuous**

The Elevator Inspector conducts inspections of passenger and freight elevators, chair lifts, accessible lifts, escalators, moving walks, and dumbwaiters. These inspections take place in commercial and industrial buildings to ensure that equipment installed in the City of Milwaukee complies with federal, state and local codes. Inspection work includes testing elevators and reviewing plans or specifications for new or existing elevator installations.

## **EMERGENCY COMMUNICATIONS SYSTEMS ADMINISTRATOR (DEC) – 07.28.2023**

The Emergency Communications System Administrator maintains mission-critical systems that ensure all public safety departments respond promptly to emergency incidents, including the functions, features and capabilities of the CAD (Computer Aided Dispatch) system.

## **ENGINEERING DRAFTING TECHNICIAN II & ENGINEERING DRAFTING TECHNICIAN I (DPW) – 07.21.2023**

The Engineering Drafting Technician performs computer-aided drafting of construction plans related to roadway paving, sewer construction, street lighting, traffic signals, underground conduit systems, and water systems.

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**ENGINEERING DRAFTING TECH IV & ENGINEERING DRAFTING TECH II (DPW) – 07.21.2023**

The Engineering Drafting Technician IV prepares and updates plans and system maps for the Milwaukee Water Works (MWW) distribution systems, water treatment plants, pumping stations, booster stations, pressure reducing facilities, and water storage systems.

The Engineering Drafting Technician II performs map changes, updates, and maintenance of the MWW mapping and Geographic Information System (GIS), as well as administrative duties related to water main plan preparation, information requests, permit processing and the contracting process.

**ENGINEERING TECHNICIAN IV (DPW) – 07.21.2023**

The Engineering Technician IV conducts water main replacement, water distribution system repair, and lead service line replacement inspections to ensure compliance with and enforcement of Milwaukee Water Works (MWW) specifications.

**EQUIPMENT MECHANIC IV (DPW) – 07.21.2023**

The Equipment Mechanic IV maintains, repairs, and inventories the machinery, shop equipment, power tools, and hand tools both at the Milwaukee Water Works (MWW)-Distribution field headquarters and at field locations.

**EQUIPMENT OPERATOR I (DPW) – 08.11.2023**

The Equipment Operator I provides professional driving and critical manual laboring functions, including municipal solid waste and recycling collection, street sweeping, snow and ice control, and operation of heavy equipment for the Department of Public Works.

**FIRE MAINTENANCE TECHNICIAN – COMPRESSED AIR HELPER (MFD) – 07.28.2023**

The Fire Maintenance Technician (FMT)-Compressed Air Helper assists with compressed air runs, which includes keeping self-contained breathing apparatus (SCBA) and Oxygen (O<sub>2</sub>) bottles filled and restocking trucks throughout the City.

**FIRE MAINTENANCE TECHNICIAN-TIRE SPECIALIST (MFD) – 08.04.2023**

The Fire Maintenance Technician (FMT)-Tire Specialist is responsible for the inspection, repair, and maintenance of tires and hose on all department vehicles and apparatus.

**FIREFIGHTER (FOB) – 07.19.2023**

Firefighters respond to a wide range of emergencies, performing rescue, Emergency Medical Services (EMS), and firefighting duties. Firefighters also operate equipment, maintain equipment and facilities, engage in fire prevention education, pre-fire planning inspections, and carry out other specialized assignments.

**HVAC MAINTENANCE TECHNICIAN (DER) – Continuous**

The HVAC Maintenance Technician repairs, replaces, adjusts, and maintains equipment related to facilities for the City of Milwaukee.

**MUNICIPAL SERVICES ELECTRICIAN (DPW) – 07.21.2023**

The Municipal Services Electrician inspects, installs, services, repairs and maintains electrical equipment for the City of Milwaukee's street lighting, traffic control, water and sewer instrumentation, communication network systems, buildings, and facilities.

**NETWORK COORDINATOR ASSOCIATE (DPW) – 08.04.2023**

Under the direction of the Information Technology Manager, the Network Coordinator Associate assists in the maintenance, upgrade, and support of the Milwaukee Water Works' (MWW) local area networks, office automation, and server-based application systems, including related equipment.

**OFFICE ASSISTANT II (MPD) – 08.18.2023**

The City of Milwaukee Police Department employs Office Assistant IIs in various divisions. Under supervision, the Office Assistant IIs type letters, reports, records, and other documents and perform a variety of clerical duties.

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**OFFICE ASSISTANT III (MPD) – 08.18.2023**

Under the supervision of an Office Supervisor and sworn staff, Office Assistant IIIs support the efficiency of MPD units by performing difficult and responsible clerical work requiring a command of administrative procedures, automated systems, and departmental policies and procedures.

Office Assistant IIIs deliver superior customer service, exercise independent judgment, and may serve as lead workers and trainers for a small team of clerical staff.

**OFFICE ASSISTANT IV/III/II (DER) – 08.18.2023**

Office Assistant IIs, IIIs, and IVs assist with operational efficiency by serving customers and providing clerical support.

Office Assistant IIs generally perform receptionist duties, type documents, input data, maintain records, and distribute mail.

Office Assistant IIIs and IVs perform increasingly responsible and complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Depending upon the assignment, they may coordinate calendars for departmental managers, serve as lead workers and trainers for clerical staff, and perform cashiering duties.

**PARALEGAL (DER) – 07.21.2023**

Serving in a confidential capacity, the Paralegal performs a variety of administrative duties and research pertaining to Worker's Compensation litigation.

**PERSONNEL PAYROLL ASSISTANT III (DPW) – 08.04.2023**

The Personnel Payroll Assistant III supports the human resource functions of the Department of Public Works (DPW) by onboarding new hires and by processing payroll, including time entry and reporting.

**PLAN EXAMINER II & PLAN EXAMINER III (DNS) – Continuous**

The Plan Examiner II and the Plan Examiner III examine plans, specifications, and other data pursuant to federal, state and local regulations, for the construction of new structures and buildings and proposed alterations, additions, and repairs to existing structures and buildings and related mechanical systems.

*The position will be filled at the level of Plan Examiner II (PG 2GN) or Plan Examiner III (PG 2JN) depending upon the qualifications of the candidate and the needs of the Department of Neighborhood Services. Eligible candidates who successfully complete the selection process will be placed on the highest-level eligible list for which they qualify.*

**POLICE DISTRICT ADMINISTRATIVE ASSISTANT (MPD) – 08.18.2023**

The Police District Administrative Assistant (PDAA) works in a district station serving residents and performing various support duties.

**POLICE OFFICER (MPD) – 12.01.2023**

Police Officers preserve public peace, protect life and property, work within the community to prevent crime, and enforce ordinances of the City of Milwaukee and the laws of the State of Wisconsin.

**POLICE RECORDS SPECIALIST I (MPD) – Continuous**

The Police Records Specialist I serves as a key subject matter expert in the classification and coding of crime reports processed by the Milwaukee Police Department (MPD) and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI).

**RADIOLOGIC TECHNOLOGIST (MHD) – 07.28.2023**

Under the supervision of the Infectious Disease Program Manager, the Radiologic Technologist performs radiographic diagnostic imaging procedures for patients with suspected or confirmed tuberculosis.

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**WATER DISTRIBUTION REPAIR WORKER I & WATER DISTRIBUTION LABORER (DPW) – 08.04.2023**

**Water Distribution Repair Worker I**

The Water Distribution Repair Worker I serves as part of a crew that repairs and maintains the water distribution system to ensure that customers have quality, sufficient water with minimal interruption.

**Water Distribution Laborer**

The Water Distribution Laborer locates and repairs valve and service access boxes in the Milwaukee Water Works (MWW) water distribution system for both routine maintenance and on an emergency basis. The Water Distribution Laborer also assists Water Distribution Utility Investigators in conducting routine and emergency investigations.

**WATER METER TECHNICIAN (DPW) – Continuous**

The Water Meter Technician installs, tests, exchanges, removes, and performs on-site repair of water meters and the attached electronic transmitting devices in private residences and businesses throughout the Milwaukee Water Works (MWW) service area.

**WATER PLANT AUTOMATION CONTROLS ENGINEER (DPW) 08.04.2023**

The Water Plant Automation Controls Engineer programs and troubleshoots control systems, operator interfaces, servers and reports for the Milwaukee Water Works SCADA (Supervisory Control and Data Acquisition) system.

**WATER PLANT MACHINE REPAIRPERSON AND WATER PLANT MACHINERY MECHANIC AND WATER PLANT FACILITY MECHANIC (DPW) – Continuous**

The **Water Plant Machine Repairperson** provides journey-level machine repair expertise and serves as the lead worker for the preventive maintenance, repair, removal and installation of all mechanical equipment in the MWW facilities. This is the final phase in the promotional series for the water plants machine repair personnel.

The **Water Plant Machinery Mechanic** independently performs system-wide installation, preventive maintenance and repair duties on medium-duty water system equipment. The Water Plant Machinery Mechanic assists skilled trades personnel in performing complex and/or heavy-duty assignments. This is the second phase in the promotional series for water plants machine repair personnel.

The **Water Plant Facility Mechanic** performs minor maintenance repairs to all MWW system equipment and assists skilled trades personnel as needed. This entry-level position is the first in the three-step promotional series for Water Plants machine repair personnel.

**How to learn about City of Milwaukee employment opportunities:**

**INTERNET:** [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)

**E-MAIL:** [www.milwaukee.gov/jobs/enotifyjobs](http://www.milwaukee.gov/jobs/enotifyjobs)

Subscribers receive an e-mail when a new job announcement is posted (includes Fire and Police).

**PHONE:** (414) 286-5555 (24-hour recording – updated as needed)

**IN PERSON:** Job announcements are posted on a bulletin board outside of Room 706 in City Hall; **however**, applications are accepted **online only**. Office hours are weekdays; 8:00 a.m. – 4:45 p.m.

**Other employment opportunities:**

- **School Crossing Guard:** For an application call the Milwaukee Police Department at (414) 935-7995.
- **Election Workers:** For an application go to: [www.milwaukee.gov/HelpMilwaukeeVote](http://www.milwaukee.gov/HelpMilwaukeeVote)
- **Housing Authority:** [www.hacm.org/about-us/human-resources/employment-opportunities](http://www.hacm.org/about-us/human-resources/employment-opportunities)
- **Compete Milwaukee, Transitional Jobs Program:** call UMOS at (414) 389-6000 or for more information go to [www.milwaukee.gov/CompeteMilwaukee](http://www.milwaukee.gov/CompeteMilwaukee)