

CIVIL ENGINEER

Recruitment #1604-1813-003

List Type Original

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 5/7/2016

Filing Deadline 5/31/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

Purpose

The Civil Engineer will be responsible for performing a variety of professional engineering duties including designing, planning, and/or construction in one or more of the following areas: sewer and environmental engineering, water engineering, street, highway and transportation engineering, traffic engineering, and structural engineering.

Civil Engineer I is the entry-level position of the Civil Engineer promotional series. Promotion to the next level, Civil Engineer II, is possible after twelve (12) months of experience as a Civil Engineer I OR one (1) year of professional engineering experience.

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

Essential Functions

- Prepares engineering designs and plans using design software and drawing tools such as AutoCAD and Microstation.
- Ensures engineering activities are compliant with environmental, safety, or other governmental regulations.
- Inspects project sites to monitor progress and ensure conformance to design specifications.
- Estimates quantities and cost of materials, equipment and labor and prepares cost estimates.

Civil Engineer (DPW-Infrastructure, St/Bridges)

- Reviews and prepares responses to plans, correspondence and legislative initiatives.
- Provides technical advice regarding design, construction or program modifications and structural repairs.
- Analyzes survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geological data to plan projects.
- Prepares contract documents.
- Coordinates design and construction activities.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Minimum Requirements

Civil Engineer I and Civil Engineer II

1. Bachelor's Degree in Civil Engineering from an accredited school of engineering. Note: Students in their final year of school may apply for this position but may not be hired until their degree has been completed and proof is provided to the Department of Employee Relations.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

2. Valid driver's license at time of appointment and throughout employment.

Civil Engineer II

3. One year of professional engineering experience.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of the practical application of engineering science and technology.
- Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics and the ability to make accurate calculations.
- Knowledge and prediction of physical principles, laws and their interrelationships and application to understanding fluid dynamics.
- Skill in the use of computer software such as Microsoft Office.
- Ability to analyze and evaluate information to solve problems.
- Ability to communicate orally with individuals at all levels inside and outside the organization.
- Ability to efficiently plan and coordinate work.
- Written communication skills, including the ability to prepare reports.

Current Salary

Civil Engineer I

THE CURRENT STARTING SALARY (PG 2EN): The current starting salary is \$51,358 for City of Milwaukee residents. The non-resident starting salary is \$50,098 annually. Appointment above the minimum is possible based on qualifications and experience.

Civil Engineer II

THE CURRENT STARTING SALARY (PG 2GN): The current starting salary is \$58,373 for City of Milwaukee residents. The non-resident starting salary is \$56,941 annually. Appointment above the minimum is possible based on qualifications and experience.

Selection Process

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **May 31, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

- **NOTE:** The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.