

# CIVIL ENGINEER III

Department of Public Works, Infrastructure – Environmental Design

Recruitment #1508-1814-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW - SEWER MAINTENANCE
<b>Open Date</b>	8/25/2015
<b>Filing Deadline</b>	9/15/2015 11:59:00 PM
<b>HR Analyst</b>	Lindsey O'Connor

## **PURPOSE**

The Civil Engineer III will assist with the implementation of activities associated with planning, designing, funding and bidding of the capital sewer program and in the review of plans and studies prepared by other governmental agencies and developers.

## **ESSENTIAL FUNCTIONS**

- Check correctness of completed sewer system plans, check hydraulic computations and structural design prior to submittals to MMSD, WDNR and SEWRPC for approval.
- Review and assist staff engineers to prepare special provisions for sewer construction plans.
- Review hydraulic studies of existing sewer systems relative to backwater, surface flooding, and pollution abatement.
- Direct and train design staff engineers in the design section.
- Assist in administering the Capital Improvement Program, including sewer program preparation and funding.
- Review plats, certified surveys, proposed developments and building permit applications to determine their compatibility with and/or impact upon the City sewer system.
- Review plans and specifications prepared by MMSD in connection with its Capital Program and preparation of response to MMSD and/or its consultants.
- Conduct hydraulic studies of sewer systems.
- Develop public presentations using PowerPoint.
- Attend meetings and prepare minutes and keep the managers informed.
- Act in place of the Management Civil Engineer-Senior in their absence.

*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**

1. Bachelor's Degree in Civil Engineering.
  - **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.
2. Two years of experience in sewer design or hydraulic analysis.
3. Valid driver's license at time of appointment and throughout employment.

**DESIRABLE QUALIFICATIONS**

- Previous experience with databases.
- Professional Engineer (PE).

**KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS**

- Knowledge of hydraulics.
- Knowledge of sewer design principles.
- Knowledge of NR 110 and MMSD rules and regulations.
- Oral communication skills to effectively communicate with diverse individuals regarding inquires about projects.
- Written communication skills to develop professional reports, presentations, emails and letters.
- Interpersonal skills to effectively work with diverse individuals inside and outside the organization.
- Time management skills to accomplish work and meet deadlines.
- Organizational skills to plan and coordinate work.
- Ability to use computer programs such as Microstation, web-based Graphic Information System (GIS), MS Word, MS Excel, MS PowerPoint and MS Outlook.
- Ability to train team members.
- Ability to coach and mentor others.
- Ability to develop presentations using MS PowerPoint.

**CURRENT SALARY**

The current starting salary (PG 2IN) for City of Milwaukee residents is \$66,324 annually, and the non-resident starting salary is \$64,697. **Appointment above the minimum is possible.**

**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 **September 15, 2015**. 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 during the time it may***

***take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. 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.***