

CIVIL ENGINEER III

Recruitment #1410-1814-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-TRANSPORT

Open Date 10/13/2014 10:30:00 AM

Filing Deadline 10/31/2014 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

Under the administration and technical direction of the Management Civil Engineer, Senior, the Civil Engineer III undertakes professional design service contracts with the Department of Transportation (WISDOT) for major road and bridge construction that qualifies for Federal/State Aid within the City of Milwaukee's jurisdictional boundaries. The Civil Engineer III is the project leader overseeing the delivery of these projects to the WISDOT in accord with the WISDOT's Facilities Development Manual, and performs related duties.

ESSENTIAL FUNCTIONS

- Coordinate the Federal and State Aid for street and bridge programs.
- Coordinate and prepare studies, reports, environmental investigations, paving plans, construction specifications, cost estimates and other submittals for Federal and/or State aided transportation improvement projects.
- Coordinate utility reviews for County and State Truck Highway projects.
- Monitor and prepare project status reports for Federal and State aided transportation improvement projects.
- Monitor funding and invoicing for Federal and State aided transportation improvement projects.
- Update schedules and project review for Federal and State aided transportation improvement projects.
- Oversee the review of various transit and transportation proposals and projects for state and county highway projects.
- Undertake investigations and make recommendations on transit and transportation project design and concepts.
- Prepare Common Council resolutions for funding and project authority.
- Coordinate and lead public informational meeting concerning street and bridge project authority.
- Review and approve all monthly payments and billings to WisDOT.
- Ensure timely completion of projects within budget using accounting and scheduling controls.

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 from a school of engineering whose program is accredited by the Accreditation Board for Engineering and Technology (ABET).

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.

2. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period at the level of Civil Engineer II or higher AND two years of professional municipal engineering experience with roads and bridges.

OR

Two years of WISDOT project delivery experience in accord with the WISDOT Facilities Development Manual requirements AND two years of professional municipal engineering experience with roads and bridges.

3. Valid driver’s license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Registration as a Professional Engineer.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the practical application of engineering science and technology including transportation engineering.
- Knowledge of design techniques, tools and principles and materials and methods involved in the repair or construction of roads.
- Knowledge of State and Federal aid for streets and bridges program process and construction related issues.
- Knowledge of computer software programs including Microstation, Microsoft Office and Adobe Acrobat Professional.
- Knowledge of business management principles such as leadership techniques and coordination of people.
- Knowledge of project management principles.
- Skill in providing customer service to internal and external customers and elected officials.
- Skill in exercising good judgment and decision making by considering costs and benefits of potential actions.
- Ability to analyze and problem-solve complex issues.
- Ability to anticipate and recognize problems/issues before they occur, collect information, and formulate and implement appropriate action in order to complete work within deadlines.
- Ability to read and comprehend technical documents such as survey reports, maps, drawings, blueprints and aerial photography.
- Ability to oversee and lead projects and personnel involved in short-term and long-term projects.
- Ability to communicate orally, clearly and concisely to supervisors, coworkers, elected officials, vendors and the public.
- Ability to write clear and concise memos, letters, emails and reports that can be understood by a widely varied audience.
- Ability to plan, prioritize and schedule work activity to meet established deadlines.

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.

The examination will be held as soon as practical after October 31, 2014. 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.