

ELECTRICAL ENGINEER

Recruitment #1508-1827-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-ELECTRICAL

Open Date 9/16/2015

Filing Deadline 10/13/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

This position will be filled at the level of Electrical Engineer I (PG 2EN) or Electrical Engineer II (PG 2GN), depending upon the qualifications of the candidate and the needs of the Department of Public Works.

PURPOSE

The Electrical Engineer performs all aspects of planning and design of the City of Milwaukee's street lighting system.

ESSENTIAL FUNCTIONS

- Plan and design street lighting facilities, including electrical circuit design, lighting unit selection and location, cable size and routing pipe and conduit installation, preliminary field investigation and final site layout.
- Preparation of street lighting plans, cost estimates and preparation of work orders in conjunction with lighting system design related to area lighting projects, paving projects, facility improvements and specialty lighting projects.
- Coordinate street lighting construction activity with City and other public and private agencies and utilities.
- Investigate requests for new or additional street lighting facilities.
- Compile and provide information to contractors, architects, public utilities, City, County and State agencies on current street lighting facilities, policies and practices.
- Ensure through specifications and permitting comments the protection of street lighting facilities in conjunction with City projects or departments.
- Coordinate the relocation or adjustment of street lighting facilities in conjunction with other City projects, other public utilities, or government agencies.
- Perform tests and prepare reports on various types of street lighting materials, including recommendations and development of specifications for purchase.
- Prepare documents to submit to WISDOT for Local Force Account (LFA) projects.
- Prepare resolutions and the supporting documents.

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

Electrical Engineer I and II

1. Bachelor's Degree in electrical 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.

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

Electrical Engineer II

3. One year of professional experience in electrical energy distribution systems.

DESIRABLE QUALIFICATIONS

- Coursework in power distribution systems.
- Experience with lighting design concepts.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of electrical energy distribution systems.
- Written communication skills to develop professional 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 prepare cost estimates and work orders.
- Ability to use computer programs such as MS Word, MS Excel, MS Outlook and Microstation (or other drafting software).
- Ability to manage multiple projects at the same time.
- Ability to work on a team and independently.
- Ability to handle effectively and with tact inquiries from elected officials, the public and other city departments.

CURRENT SALARY

Electrical Engineer I

The current starting salary (PG 2EN) for City of Milwaukee residents is \$51,358 annually, and the non-resident starting salary is \$50,098. ***Appointment above the minimum is possible.***

Electrical Engineer II

The current starting salary (PG 2GN) for City of Milwaukee residents is \$58,373 annually, and the non-resident starting salary is \$56,941. ***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 **October 6, 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

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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.***