

ENGINEERING INSPECTION ASSISTANT

Recruitment #1611-1894-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 11/30/2016

Filing Deadline 2/17/2017 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

THIS IS A FIXED TERM POSITION (SUMMER INTERNSHIP)

Purpose

Under the direction of a Construction Supervisor, an Engineering Inspection Assistant observes construction activity in the field. Additionally, Engineering Inspection Assistants aid Public Works Inspectors who are evaluating the installation of sewer and water mains and street and alley paving construction being performed by private contractors for the City of Milwaukee.

Essential Functions

- Assist in the process of checking the transfer of line and grade.
- Assist measuring, recording and making computations of data collected on construction sites.
- Assist on pre-construction surveys.
- Draw sketches of work in progress or completed work for City construction projects.
- Assist in the distribution of notices to property owners around construction sites.

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.

Conditions of Employment

Engineering Inspection Assistants will work outdoors in variable and adverse weather conditions.

Minimum Requirements

- Current enrollment in a public works inspection, pre-civil engineering, civil engineering, or construction management program at an accredited college or university, having successfully completed some college level coursework in math and engineering related studies.

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.

- Valid driver's license and availability of a properly insured vehicle at the time of appointment and throughout employment.

Knowledges, Skills, Abilities & Other Characteristics

- Ability to perform outdoor work which may include climbing, and descending into excavations.
- Ability to use measurement tools related to pre-construction surveying and checking transfer of line and grade on construction sites.
- Ability to read blueprints and construction plans.
- Ability to follow directions in both oral and in written forms.
- Ability to perform basic mathematical calculations related to field construction work.
- Ability to prioritize, organize, and accomplish work assignments by required deadlines.

Current Salary

The current starting hourly rate is (PR 9NN) \$13.15 per hour for City of Milwaukee residents. The current starting non-resident hourly rate is \$12.83 per hour.

Freshmen are to be appointed at \$13.15. Sophomores, juniors and seniors may be appointed up to \$15.63 per hour.

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 **February 17, 2017**. 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.