

ENGINEERING TECHNICIAN I

Recruitment #1605-1885DC-002

List Type Original

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 5/19/2016

Filing Deadline 6/10/2016 11:59:00 PM

HR Analyst Jeff Harvey

Introduction

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.

Purpose

To perform a variety of engineering technician duties in one or more of the following areas: construction, transportation, environmental, traffic and water engineering.

Essential Functions

- Operates survey instruments to obtain angles, elevations, distances, points, and other survey information.
- Takes survey notes by hand regarding a benchmark circuit, measurements for water or sewer, or preliminary measurements for a project.
- Makes engineering-related mathematical computations involving algebra and geometry.
- Makes precise measurements of completed construction work using an engineer's tape.
- Performs manual and automated drafting work and prepares field sketches.
- Assists in preparing designs and construction plans using Microstation including charts, maps, graphs and drawings.
- Collects, analyzes and records data for various purposes.
- Compiles certificate work used for payments to contractors utilizing computer software such as Excel.
- Assists in the engineering-related functions such as setting of transit lines, gathering data for cross section levels, and establishing grades.
- Runs surveys relative to various types of projects such as major arterials, properties, street and alley openings, streets, water mains, street repairs, and obstructions.
- Assists in transferring electronically collected data to CADD software to produce preliminary plans for design and sewer and water survey reports.
- Communicates with the public by telephone and/or in person.

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. Successful completion of 2 semesters of algebra AND 2 semesters of geometry (of at least high school level).
2. Six months of experience performing surveying.
3. Six months of experience using Microstation and/or AutoCAD.
4. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: *To receive credit for high school or college coursework, transcripts are required and must be received by the application period closing date. 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 (readable) and include the following information: the school name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.*

Note: Equivalent combinations of education and experience may also be considered.

Desirable Qualifications

- An Associate's Degree in Civil Engineering Technology.
- Graduation from high school or successful completion of high school equivalency or G.E.D.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge and experience with computer programs such as CADD systems (Microstation or AutoCADD) and Microsoft Excel.
- Knowledge of surveying techniques and instruments.
- Ability to observe and document descriptions of work.
- Ability to work independently and as part of a team.
- Ability and willingness to perform outdoor work in various weather conditions.
- Ability to calculate and understand mathematics applying algebraic and geometric concepts.
- Ability to meet the physical demands of the job including standing, walking, twisting, bending, climbing stairs and lifting and pushing items weighing up to 50 lbs.
- Oral communication; including the ability to communicate orally with culturally diverse individuals at all levels inside and outside the organization.
- Interpersonal skills; including the ability to work effectively with culturally diverse individuals at all levels inside and outside the organization.

Current Salary

SALARY The starting (PG 3BN) for City of Milwaukee residents is \$33,102 and for non-residents is \$32,290 annually.

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.

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.

INITIAL FILING DATE – The examination will be held as soon as practical after **June 10, 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.