

PUBLIC WORKS INSPECTOR I

Recruitment #1611-2576DC-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 12/2/2016 12:00:00 PM

Filing Deadline 1/20/2017 11:59:00 PM

HR Analyst Nola Nelson

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, topflight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

NOTE: This is a SEASONAL position (May through November). Inspectors are then recalled the following May.

Purpose

The Public Works Inspector evaluates construction work to ensure compliance with plans and specifications.

Essential Functions

- Inspect the construction of sewer, water, paving, and asphalt resurfacing projects to ensure compliance with plans and specifications.
- Determine that all materials and quality of work meet established standards.
- Ensure that line and grade points comply with markings on the engineers' stakes.
- Prepare accurate daily records, including making sketches of work in progress or completed work and technical project changes.
- Interpret plans to insure that installations are in compliance with legal requirements, safety regulations and construction standards.
- Act as the City's representative at the construction site.
- Provide information to and field questions from contractors, City staff, and the public regarding the status of projects; receive complaints and recommend solutions or escalate to a higher level for resolution.

Public Works Inspector I (DPW-Infrastructure, St/Bridges)

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

1. Must be able to work outdoors in inclement weather for extended periods of time.
2. Must be able to work in confined spaces and in trenches.
3. Must be able to remain standing for long periods of time.
4. Must be able to lift objects weighing up to 50 lbs.

Minimum Requirements

1. Two years of experience in an engineering or a technical field such as construction lead worker, construction inspection, or surveying performing duties related to the essential functions above,
OR
12 working months as a City of Milwaukee Infrastructure Repair Crew Leader, Engineering Technician II or a higher-level position performing duties related to the essential functions above,
OR
Two years of postsecondary education in an accredited engineering or related technical program.
2. Valid Wisconsin driver's license and the use of a properly insured personal automobile (car allowance provided) at time of appointment and throughout employment.

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

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. Student copies are acceptable.

Desirable Qualifications

- Coursework in Civil Engineering Technology.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of construction methods and techniques.
- Skill in talking and interacting with a variety of different people including supervisors, contractors, laborers, and citizens.
- Skill in preparing written daily status reports and technical project changes.
- Ability to use proper tools to measure, estimate, and verify construction project specifications.
- Ability to read and interpret construction plans.
- Ability to interact with the public using diplomacy and tact.

Public Works Inspector I (DPW-Infrastructure, St/Bridges)

- Ability to act as primary on-site coordinator for construction projects.
- Ability to write legibly and sketch basic drawings.

Current Salary

The current starting salary is (PR 3HN) for City of Milwaukee residents is \$43,733 annually, and the non-resident starting salary is \$42,660 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. 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 **January 20, 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.