



TRANSFER/PROMOTIONAL OPPORTUNITY

CIVIL ENGINEER I

(Underfilling Civil Engineer II)

NOTE: *If the applicant is currently a Civil Engineer II, the position will be filled at that level. The vacancy which will be filled through this process is in DPW Structural Design Section.*

PURPOSE: To perform a variety of professional engineering duties in design, planning, and/or construction in structural engineering.

ESSENTIAL FUNCTIONS:

- Plan, analyze, design and prepare contract documents for bridges, buildings and other structures.
- Design of bridges, buildings and other structures using design software and drawing tools such as Microstation.
- Inspection of bridges and other structures for maintenance, repair and safety inspections.
- Inspect and supervise projects during the construction phase.
- Estimate quantities and cost of materials, equipment and labor and prepares cost estimates.
- Review plans and correspondence prepared by DPW staff or consultants.
- Review shop drawings, payment requests and contract modifications.
- Provide technical advice regarding design, construction or program modifications and structural repairs.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee employee, having passed the probationary period for the current position held.
2. Bachelor's Degree with a major in Civil Engineering with an emphasis in Structural Engineering from a school of engineering whose program is accredited by the Accreditation Board for Engineering and Technology (ABET).
 - **NOTE: College transcripts are required and must be received within three business days after the application period closes.** College transcripts may be either attached to the application, sent to staffinginfo@milwaukee.gov, or sent to Box CE-I, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.
3. Possession of a valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- Knowledge of the practical application of engineering science and technology.
- Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics

- and the ability to make accurate calculations.
- Skill in the use of computer software such as Microsoft Office and CADD or Microstation.
 - Oral communication skills; ability to effectively communicate orally with others inside and outside the organization.
 - Interpersonal and customer service skills; including the ability to work effectively with culturally diverse individuals at all levels inside and outside the organization.
 - Written communication skills; ability to write reports including technical engineering data.
 - Ability to prepare bridge construction plans and prepare specifications.
 - Ability to prepare cost estimates and compute quantities.
 - Ability to analyze and evaluate information to solve problems.
 - Ability to efficiently plan and coordinate work requiring varying deadlines.

SALARY (2EN):

- The current starting salary is \$50,849 annually for City of Milwaukee residents. The non-resident starting salary is \$50,098 annually. Appointment above the minimum is possible.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works Structural Design Section reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process please contact (414)286-3751.*

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling (414)286-3751, or by visiting www.milwaukee.gov/jobs.
- Applications and transcripts should be returned to: Lindsey O'Connor, Human Resources Analyst, Senior, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202 by **June 20, 2014**. Receipt of applications may be discontinued any time after that date.

#14-057TR—LO (CN) - 5/30/14 - EEO 201