

CIVIL ENGINEER III

TRANSFER/PROMOTIONAL OPPORTUNITY

Recruitment #1610-1814-002

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ST/BRIDGES

Open Date 10/28/2016

Filing Deadline 11/4/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED

PURPOSE

The Civil Engineer III serves as the utility coordinator in the construction section office and as the City representative for WISDOT, County of Milwaukee, and large private building construction projects.

ESSENTIAL FUNCTIONS

- Discuss complaints with citizens, alderpersons and employees regarding construction work, answers queries regarding plans, specifications materials, and practices of the Construction Section.
- Review paving, sewer, water and private utility work plans to identify utility work required for successful completion of the projects.
- Prepare and review utility special provisions prior to contract bidding so all utility work is addressed and accounted for prior to the contract being let.
- Coordinate and keep on schedule all public and private utility work related to public and private infrastructure projects before, during, and after construction.
- Prepare the construction start list on a bi-weekly basis.
- Act as the City's representative and attend all weekly meetings to coordinate all City utility work for major construction projects including all WISDOT, Milwaukee County, bridge, and large private building construction projects. Arrange and host meetings with private utilities such as We-Energies, Time-Warner Cable, AT&T, etc. to coordinate all of their proposed work with the City's proposed public infrastructure projects.
- Coordinate all of the work related to the guarantee period of all new pavements, sidewalks, and utility trenches. Work with utilities, private contractors and City forces to repair and/or replace all defective pavements and to monitor the condition of them.
- Prepare and produce the City's annual pavement guarantee book that gets distributed to all City Officials, departments and private utilities. Review and sign off on permits to ensure that utility work gets done prior to roadway construction and that no work gets done in guaranteed roads.

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

- Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
- Bachelor's Degree in Civil Engineering or Construction Management.
- Two years of professional engineering experience in the field of civil engineering or construction management.
- Valid driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Registration as a Professional Engineer.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the practical application of engineering science and technology including transportation engineering.
- Knowledge of design techniques, tools and principles and materials and methods involved in the repair or construction of roads.
- Knowledge of computer software programs including Microstation, Microsoft Office and Adobe Acrobat Professional.
- Knowledge of business management principles such as leadership techniques and coordination of people.
- Knowledge of project management principles to ensure project outcomes meet intended goals.
- Skill in providing customer service to internal and external customers and elected officials.
- Skill in exercising good judgment and decision making by considering costs and benefits of potential actions.
- Ability to analyze and problem-solve complex issues.
- Ability to anticipate and recognize problems/issues before they occur, collect information, and formulate and implement appropriate action in order to complete work within deadlines.
- Ability to read and comprehend technical documents such as survey reports, maps, drawings and aerial photography.
- Ability to oversee and lead projects and personnel involved in short-term and long-term projects.

- Ability to communicate orally, clearly and concisely to supervisors, coworkers, elected officials, vendors and the public.
- Ability to write clear and concise memos, letters, emails and reports that can be understood by a widely varied audience.
- Ability to plan, prioritize and schedule work activity to meet established deadlines.

CURRENT SALARY

SALARY (2IN): The current annual starting salary is \$66,324 (\$64,697 for non-residents) and may be up to \$74,620 for City of Milwaukee residents with approval and is based on qualifications and experience.

SELECTION PROCESS

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 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: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.