

CIVIL ENGINEER III

Recruitment #1610-1814-001

List Type Transfer/Promotional

Requesting Department DPW - SEWER - ENVIRONMENTAL

Open Date 10/14/2016 12:00:00 PM

Filing Deadline 10/21/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

PURPOSE

The Civil Engineer III assists in the implementation of the activities associated with the City's sanitary and storm water DNR permits and in the review of plans and studies prepared by other governmental agencies and developers.

ESSENTIAL FUNCTIONS

- Review, prepare and perform engineering designs of various projects related to the sanitary and storm water permits, including Sanitary Sewer Overage (SSO) reports.
- Review and analyze sanitary flow monitoring data, best management practices, green infrastructure, Infiltration/Inflow (I/I) studies, regulatory annual reports and Stormwater Management Plans.
- Research and prepare the section's comments for street and alley vacations, review plats, CSMs and building permits.
- Assist in administering Capital Improvement Plan Program, including sewer program preparation and funding.
- Prepare legal documents such as Common Council Resolutions, easements, quit claim deeds and agreements.
- Assign and review work performed by the Civil Engineer IIs and Engineering Technician IV and IIs.

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. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's Degree in Civil Engineering from a school of engineering whose program is accredited by the Accreditation Board for Engineering and Technology (ABET).

3. Two years of professional engineering experience including at least one year in sewer design or storm water management.
4. 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 sewer system related modeling software such as HydroCAD and SLAMM.
- 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 starting salary for City of Milwaukee residents is \$66,324 and may be up to \$74,620 with approval and based on qualifications and experience. The non-resident starting salary is \$64,697 and may be up to \$72,789 with approval and based on qualifications and experience.

Appointment above the minimum is possible.

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 City Development 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 passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.