

ENGINEERING DRAFTING TECHNICIAN IV

Recruitment #1607-1820DC-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-ADMIN

Open Date 8/6/2016

Filing Deadline 8/27/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

Purpose

The Engineering Drafting Technician IV is responsible for the preparation and drafting of all street paving, bridges, sewers, underground conduit, street lighting, signals and/or map maintenance.

Essential Functions

- Draft construction plans for state paving, local paving, bridges, sewers, underground conduit, street lighting, signals and/or mapping maintenance using manual or computer-aided drafting equipment and software.
- Update permanent engineering records with as-built information.
- Update and maintain engineering databases, plat pages, and other records.
- Draft easement plans for sewers for construction projects and street vacations.
- Review work products pertaining to street/alley vacations, right of way openings, optimizing routes for oversized load permits, DPW permits, Diggers Hotline tickets, address assignments, honorary street names and sewer plan review for underground conduit.
- Custom map creation to fill DPW and Aldermanic requests, assign manhole numbers and plan file numbers.
- Research and train for technical issues, troubleshooting and development of new drafting aids.
- Create timelines of work distribution for project completion.

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. Five years of engineering technician experience either as a field technician or a drafting technician.

NOTE: College-level engineering curriculum courses, for which an average grade equivalent to "C" was earned, may be substituted for up to three (3) years of the required experience. Substitution will be made

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on the basis of five (5) credits equals three (3) months of experience and no substitution will be made for less than five (5) credits.

If you are seeking a substitution, college transcripts are required and must be received within three business days after the application period closes. 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.

3. Two years of work experience using Microstation. (required - may not be substituted)

Equivalent combinations of education and experience may also be considered.

4. Valid driver's license at time of appointment and throughout employment.

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge in the use of computer aided drafting equipment.
- Knowledge of mathematical calculations used for drafting.
- Ability to prepare drawings for various types of construction projects.
- Skill in updating and maintaining engineering records, engineering data bases, and plat pages.
- Analytical and problem solving skills.
- Time management skills; ability to work on multiple projects with varying deadlines.
- Ability to read City maps and understand legal descriptions.
- Ability to lead a team of Drafting Technicians; assign work and check work product.
- Ability to train and familiarize new Drafting Technicians with various types of drafting work.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with diverse groups.
- Ability to effectively plan and schedule work and meet deadlines.
- Ability to read and interpret technical documents.
- Ability to provide a high level of customer service.

Current Salary

SALARY (3NN): The current starting salary is \$44,949 for City of Milwaukee residents. The non-resident starting salary is \$43,846 annually.

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 Office of the Comptroller 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.

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

NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <https://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.

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.