

**PLEASE POST**



***TRANSFER/PROMOTIONAL OPPORTUNITY***  
**ENGINEERING DRAFTING TECHNICIAN IV**  
**DPW – ISD – Transportation & Administration**

**PURPOSE:** Under the direction of an Engineering Drafting Technician V, the Engineering Drafting Technician IV could be responsible for the preparation of all types of plans, including paving, underground conduit, traffic signal, street lighting, pavement markings, structures, engineering ¼ sections and right-of-way.

**ESSENTIAL FUNCTIONS:**

- Check, draw, and coordinate the preparation of all types of plans, including paving, underground conduit, traffic signals, street lighting, pavement markings, structures, engineering 1/4 sections, and right-of-way.
- Oversee the work of other Engineering Drafting Technicians.
- Perform necessary computations.
- Obtain office and field data.
- Maintain detailed and accurate records and maps.
- Oversee the operations of the Diggers Hotline service.
- Provide customer service to the public and contractors, and process permits.
- Prepare drawings, and enter "as-built" information using Microstation software.
- Perform other related functions as required.

*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 and at least six months of experience as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position.
2. Five years of drafting experience, at least one year of which must have been at the level of a Drafting Technician II or Engineering Drafting Technician II performing duties related to this position (*see above*).

***NOTE:*** *College-level engineering curriculum courses from an ABET-accredited educational program, for which an average grade equivalent to "C" was earned, may be substituted for up to three years of the required experience. Substitution will be made on the basis of five credits equals three months of experience, and no substitution will be made for less than five credits.*

***If seeking a substitution, you must attach college transcripts to your application or send them to Marcia Cornell at the address below by the application deadline.***

*Student copies are acceptable.*

3. 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, technology, and geography.
- Knowledge of the design techniques, tools, and principles involved in the production of precision technical plans and drawings.
- Knowledge of city infrastructure.
- Knowledge of mathematics and ability to make accurate calculations.

- Analytical and problem-solving skills.
- Proficiency with Bentley Microstation CAD software; Microsoft Office software; and the Internet.
- Ability to produce accurate, detailed plans, drawings, maps, and diagrams.
- Ability to read and interpret technical documents.
- Written communication skills.
- Interpersonal and customer service skills.
- Ability to direct and train other technicians.
- Planning, organizational, and time management skills.
- Ability to concentrate on assignments and disregard distractions.
- Ability to keep up-to-date technically.

**THE CURRENT SALARY RANGE (3NN) is:** \$43,845.62 to \$59,792.20 annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments; a written test, an interview; or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to oral exams, 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.

**APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: **Marcia Cornell, Management Civil Engineer-Sr, DPW - ISD - Transportation & Administration, 841 N Broadway, Room 802, Milwaukee, WI 53202**, by **August 17, 2012**. *Receipt of applications may be discontinued any time after that date.*