



TRANSFER/PROMOTIONAL OPPORTUNITY

ENGINEERING TECHNICIAN IV *(Communications)*

The current vacancies are with the DPW Transportation Operations – Underground Conduit Design Division.

PURPOSE: Under the direction of the Engineering Technician V, the Engineering Technician IV performs layout and design of the City of Milwaukee’s Electrical Communication and Underground Conduit and Manhole Systems, and maintains records and databases related to system condition and usage.

ESSENTIAL FUNCTIONS:

- Planning and design of underground conduit and manhole facilities, including material selection, location, routing, preliminary field investigation and final site layout.
- Preparation of underground conduit and manhole facility plans, specifications, cost estimates, and other bid documents for system installation.
- Coordinate conduit/manhole installation activity with City and other public and private agencies and utilities.
- Evaluate manhole condition and assist in the development of an annual manhole repair and replacement program.
- Maintain a database of communication and electrical manholes and their condition.
- Review and process permit requests, requests by private utilities to access and occupy City conduits and manholes, and assist in the development of occupancy and lease agreements for the use of City conduit and manholes.
- Maintain a database/inventory of conduit usage by various City agencies and other public and private utilities.
- Compile and provide information to contractors, architects, public utilities, and City, County and State governmental agencies on current conduit and manhole facilities, and on City policies and practices related to the conduit system.

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 employee of the City of Milwaukee, having passed the probationary period for current position held.
2. A minimum of five years of related engineering experience performing the essential functions listed above, with at least one year of experience as an Engineering Technician I, Engineering Drafting Technician I, or Public Works Inspector I.

OR

3. A minimum of three and one half years of related engineering experience performing the essential functions listed above, with at least one year of experience as an Engineering Technician II, Engineering Drafting Technician II, or Public Works Inspector II.

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 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.

Engineering Technician IV (DPW-Infra, Communications)

If you are seeking a substitution, 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 ET-IV, 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.

4. Valid driver's license at time of appointment and throughout employment.
5. Satisfactory completion of a college-level computer aided drafting course within twelve (12) months of appointment.

NOTE: Equivalent combinations of education and experience may also be considered.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Proficiency with computers and computer software including Microsoft Office and knowledge of Microstation is desirable.
- Written communication skills; Ability to write technical reports and general business correspondence.
- Planning, organizational, and time management skills; Ability to prioritize and delegate work with varying deadlines.
- Problem-solving and Analytical skills; Ability to use and analyze information to evaluate options and to find the best solution.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams using Microstation.
- Ability to read and interpret technical drawings and documents.
- Interpersonal and customer service skills; Ability to work effectively with culturally diverse individuals inside and outside the organization.
- Ability to prepare cost estimates.

SALARY (3NN):

The current starting salary is \$44,949 for City of Milwaukee residents. The non-resident starting salary is \$44,077 annually.

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 Transportation Operations – Underground Conduit Design Division 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.

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 **August 8, 2014**. Receipt of applications may be discontinued any time after that date.