



## **TRANSFER/PROMOTIONAL OPPORTUNITY**

# **ENGINEERING TECHNICIAN V**

### **DPW Infrastructure Division – Construction/Field Engineering**

**PURPOSE:** The Engineering Technician V directs one or more survey crews in the field as well as office personnel. Responsibilities include preparing paving plans, including the design for streets and alleys.

#### **ESSENTIAL FUNCTIONS:**

- Prepares field plans (existing levels and location) and surveys relative to grade separation, structures, major arterials, properties, street and alley openings, vacations, streets, sewers, water mains, tunnels, dredging, street repairs, obstructions, drainage complaints and other miscellaneous projects assigned to this section.
- Checks land descriptions, plats of surveys, and subdivisions.
- Designs and prepares paving plans for all streets and alleys under City jurisdiction.
- Designs and prepares plans for special streetscape treatments, alignments, etc.
- Designs major arterials for State and/or Federal Aided projects as requested.
- Performs line and grade layout prior to construction for paving sewer, water, bridges, etc.
- Measures completed work for sewer and street projects.
- Prepares certificates of completed street construction work showing quantities of work actually done by contract.
- Coordinates, directs, plans and organizes the activities of the field crew.
- Trains personnel in field work and designs.

*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 at the level of an Engineering Technician IV, or Civil Engineer I or higher.
2. Five years of experience in field engineering, at least two years of which must have been at the level of an Engineering Technician IV, or a Civil Engineer I, performing duties related to the Essential Functions listed above.

**NOTE:** *College-level engineering curriculum courses, 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 Robert Viktora at the address below by the application deadline.** Student copies are acceptable.*

3. Valid driver's license at time of appointment and throughout employment.
4. Proficient computer skills with emphasis on Microsoft Word, Microsoft Excel, and CAD.

#### **DESIRABLE REQUIREMENTS:**

1. Two year degree in Civil Engineering Technology.
2. Knowledge and experience with AUTOCAD Civil 3D.

## ***Engineering Technician V, DPW-Infrastructure, Construction/Field Engineering***

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### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Ability to use computers and computer software including Microsoft Excel and Word and CAD.
- Written communication skills.
- Basic data entry skills.
- Planning, organizational, and time management skills.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams.
- Ability to read and interpret technical documents.
- Interpersonal and customer service skills.
- Ability to direct and train other technicians.
- Ability to concentrate on assignments and disregard distractions.
- Ability to learn new technologies and stay current in this area of work.

**SALARY (PR 3RN):** The current starting salary is \$52,283 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, interviews, or other assessment methods. The Department of Employee Relations and the Department of Public Works, Infrastructure 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.

- ***NOTE:*** *The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.*

### **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 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: Robert Viktora, Chief Design Engineer, DPW-ISD-Construction Section, 3850 N. 35<sup>th</sup> Street, Room 111, Milwaukee, WI 53216 by **September 13, 2013.**

#13-090TR—CN (AK) – 8/20/13 – EEO 303