



CURRENT JOB OPENINGS

as of 6/27/2022 11:00 AM



For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to www.milwaukee.gov/jobs. Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.

ACCOUNTING ASSISTANT II (DER) – 7.1.22

The Accounting Assistant II performs complex administrative and accounting functions, including processing vouchers and invoices and producing accounting records, reports and financial statements.

ADMINISTRATIVE SERVICES COORDINATOR (DER) – 7.1.22

The Administrative Services Coordinator provides confidential, executive level administrative support to the Department of Employee Relations (DER) Director and for various functions and activities of the Department of Employee Relations, including staffing and coordinating the work of the Board of City Service Commissioners.

ASSISTANT CITY ATTORNEY I/II/III (CA) – 7.1.22

The Assistant City Attorney performs professional legal services for the City of Milwaukee by acting in matters relating to legal work and protecting the interests of the City of Milwaukee.

BUSINESS SYSTEMS SPECIALIST (CC) – 7.1.22

The Business Systems Specialist - Bilingual is responsible for monitoring the ongoing implementation of the recommendations of the Local Business Action Team, bringing greater efficiency, transparency and accessibility to the licensing process. This includes outreach and education initiatives for both internal and external stakeholders, including other city departments.

CITY LABORER (DPW) – 7.1.22

Under supervision, City Laborers perform light to heavy manual work. City Laborers are employed by the Department of Public Works (DPW) in the following areas: Streets, Sewers, Electrical Services, Sanitation, Water, and Forestry; assignment to an area is based on the needs of the City.

CIVIL ENGINEER I & II (DPW) – 7.1.22

The Civil Engineer prepares engineering designs and plans, and performs construction review and/or inspection in one or more of the following areas: sewer and environmental engineering; water engineering; street, highway and transportation engineering; traffic engineering; and structural engineering.

COMMUNICATIONS ASSISTANT III (DPW) – 7.15.22

The College Intern assigned to the Appraisal and Administrative Divisions of the Assessor's Office will assist staff with research projects, develop reports, and provide departmental support services.

CONSUMER ENVIRONMENTAL HEALTH SUPERVISOR (MHD) – 7.8.22

The Consumer Environmental Health Supervisor provides direct oversight to the inspectional staff assigned to the Division of Consumer Environmental Health, assures the integrity of each violation issued and every complaint investigated, and serves as a technical consultant to the staff and to the Milwaukee Health Department (MHD).

CRIME ANALYST (MPD) – 7.8.22

Under the direction of the Commanding Officer and the Crime Intelligence Manager of the Fusion Division, the Crime Analyst collects, collates, analyzes, disseminates, and evaluates data to discover developing trends, patterns, and changes in criminal activity.

CUSTODIAL WORKER II-C L (MHD) – 7.1.22

The Custodial Worker II – City Laborer is responsible for the overall cleanliness and upkeep of City buildings and grounds. Incumbents perform custodial duties and routine maintenance tasks.

For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to www.milwaukee.gov/jobs. Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.

CUSTOMER SERVICE REPRESENTATIVE III (DER) – continuous recruitment

As frontline service provider, a Customer Service Representative III (CSR III) ensures customer satisfaction by performing clerical and customer service functions such as responding to inquiries and requests for services via telephone and in person, scheduling service appointments, and handling cashiering or teller duties.

CUSTOMER SERVICE REPRESENTATIVE III (DER) - BILINGUAL – continuous recruitment

As frontline service provider, a Customer Service Representative III-Bilingual (CSR III-Bilingual) ensures customer satisfaction by performing clerical and customer service functions such as responding to inquiries and requests for services via telephone and in person, scheduling service appointments, handling cashiering or teller duties, and providing Spanish-English interpretation and translation for staff and the public.

DATABASE ASSOCIATE – (DPW) – 7.1.22

The Database Associate is responsible for administering the Structured Query Language (SQL) databases (e.g. design, coding, maintenance, integration, testing, and documentation) across the enterprise and working on larger projects, including the analysis, design, development, testing, configuration, documentation, and implementation of SQL-based reports for the Milwaukee Water Works (MWW).

DEPUTY COURT ADMINISTRATOR (MC) – 7.8.22

The Deputy Court Administrator manages the daily functions of the Municipal Court and serves as the human resources officer.

ELECTRICAL INSPECTOR (DNS) – 7.8.2022

The Electrical Inspector conducts electrical systems inspections in commercial, industrial, and residential buildings to ensure compliance with applicable codes.

ENGINEERING TECHNICIAN IV & ENGINEERING TECHNICIAN II (DPW-WW) – continuous recruitment

The Engineering Technicians II and IV conduct water main replacement, water distribution system repair, and lead service line replacement inspections to ensure compliance with and enforcement of Milwaukee Water Works (MWW) specifications.

HVAC MAINTENANCE TECHNICIAN (DER) – continuous recruitment

The HVAC Maintenance Technician repairs, replaces, adjusts, and maintains equipment related to facilities for the City of Milwaukee.

IT SUPPORT SPECIALIST – SENIOR (FPD) – 7.8.22

The IT Support Specialist-Senior maintains, upgrades, and supports the Milwaukee Fire Department's (MFD's) computer-aided dispatch system, records management system, servers, software applications, desktop computers, and mobile dispatch computers and peripherals.

MUNICIPAL SERVICES ELECTRICIAN (DPW) – 7.1.22

The Municipal Services Electrician inspects, installs, services, repairs and maintains electrical equipment for the City's street lighting, traffic control, water and sewer instrumentation, communication network systems, buildings, and facilities.

NUTRITIONIST (MHD) – 7.8.22

Under the direction of the WIC Program Manager, the Nutritionist provides client, nutrition, and administrative services to the City of Milwaukee Health Department's (MHD) Women, Infants, and Children (WIC) special supplemental nutrition program. The Nutritionist serves as a lead worker for dietetic technicians, clinic assistants, and WIC office support staff.

OPERATIONS DRIVER WORKER (DPW) – 7.15.22

The Operations Driver Workers provide professional driving and critical manual laboring functions, including municipal solid waste and recycling collection, street sweeping, snow and ice control, and operation of heavy equipment for the Department of Public Works.

PARALEGAL (CA) – 7.1.22

The Paralegal assists the attorney(s) by preparing and reviewing documents, interviewing clients and witnesses, performing research and investigations, checking facts and preparing for trial.

For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to www.milwaukee.gov/jobs. Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.

PROGRAM ASSISTANT II & PROGRAM ASSISTANT III (DER) – continuous recruitment

Program Assistant IIs and IIIs perform a variety of sophisticated office support and administrative work in support of a program or distinct area of operations. Program Assistants acquire thorough knowledge of the policies and procedures associated with a particular program or operational area. While they exercise considerable independence in carrying out their responsibilities, they work closely with managers and professionals to interpret policies.

PROPERTY APPRAISER I (AO) – 7.8.2022

Under the direction of the Assessment Division Manager, the Property Appraiser 1 inspects all classes of properties for sale, permit and valuation review.

PUBLIC HEALTH NURSE 1 (MHD) – continuous recruitment

Public Health Nurses at the City of Milwaukee Health Department (MHD) engage in a variety of population-based and individual nursing activities in homes, schools, clinics and community settings designed to assure that health care is accessible and available to residents. Nursing assignments may be in one of the following programs: Empowering Families of Milwaukee (EFM), Parents Nurturing and Caring for their Children (PNCC), Communicable Disease, Tuberculosis Prevention and Care, Home Environmental Health, Milwaukee Breast and Cervical Cancer Awareness and Sexual and Reproductive Health.

PUBLIC HEALTH SOCIAL WORKER 1 (MHD) – 7.8.22

Under the direction of the Empowering Families of Milwaukee (EFM) Program Manager, the Public Health Social Worker (PHSW) functions as part of a multi-disciplinary case management team that focuses on the psychosocial needs of families.

PURCHASING AGENT – SENIOR/PURCHASING AGENT (DOA) – 7.8.22

The Purchasing Agent-Senior independently manages the full procurement cycle for a large volume of diverse goods and services, ensuring that all procurements comply with specifications, City ordinances, policies, procedures and accepted ethical business practices. This is the second position in the promotional series for procurement services personnel.

The Purchasing Agent is an entry-level position in which the incumbent will eventually coordinate the procurement cycle, as described above. This position is the first in a three-step promotional series for procurement services personnel.

RESIDENTIAL CODE ENFORCEMENT INSPECTOR (DNS) – 7.1.22

The Residential Code Enforcement Inspector performs inspections within a geographic district of the City of Milwaukee to ensure that residential properties are maintained, operated, and occupied in accordance with applicable municipal, state, federal, and international codes.

SENIOR WATER TREATMENT PLANT OPERATOR/WATER TREATMENT PLANT OPERATOR (DPW) – 7.8.22

The Water Treatment Plant Operator and Senior Water Treatment Plant Operator operate a water treatment plant and distribution pumping system to meet production requirements for high quality, sufficient drinking water, with a focus on pump, treatment and chemical filtration changes, plant integration and overall process control.

SEXUAL AND REPRODUCTIVE HEALTH PROGRAM MANAGER (MHD) – 7.1.22

The STD/HIV Program Manager assigned to the Sexually Transmitted Disease (STD)/HIV Prevention Programs of the City of Milwaukee Health Department (MHD) provides leadership, management, and supervisory oversight of the MHD comprehensive STD clinic, HIV program and STD/HIV field operations, as well as associated epidemiology and surveillance activities.

URBAN FORESTRY SPECIALIST (DPW) – 7.8.22

Under the direction of a Forestry Services Manager, Urban Forestry Specialists perform work associated with the planting, maintenance, and removal of trees, shrubs, and other landscape plants growing on City green spaces, with an emphasis on arborist duties.

VEHICLE SERVICES TECHNICIAN (DPW) – 7.6.22

Vehicle Services Technicians inspect, maintain, and repair operating systems for a variety of automobiles, light trucks, vans, heavy trucks and equipment, and other miscellaneous City-owned equipment.

For the job descriptions, salaries, minimum education and experience requirements of the positions listed below, and to apply, go to www.milwaukee.gov/jobs. *Applications are accepted online only and must be submitted by 11:59 p.m. on the posted deadline.*

WATER DISTRIBUTION REPAIR WORKER I (DPW) – 7.22.22

The Water Distribution Repair Worker I serves as part of a crew that repairs and maintains the water distribution system to ensure that customers have quality, sufficient water with minimal interruption.

WATER METER TECHNICIAN (DPW) – 7.8.22

The Water Meter Technician installs, tests, exchanges, removes, and performs on-site repair of water meters and the attached electronic transmitting devices in private residences and businesses throughout the Milwaukee Water Works (MWW) service area.

WATER PLANT MACHINE REPAIRPERSON/WATER PLANT FACILITY MECHANIC (DPW) – continuous recruitment

These first shift positions are within the Milwaukee Water Works (MWW) treatment plants and pumping stations. MWW offers work assignments and training opportunities to encourage promotion through the above job series.

WATER PLANT STEAMFITTER – (DPW) – 7.15.22

The Water Plant Steamfitter installs and repairs water mains, piping systems and valves, gauges, controls, and regulators in water treatment plants, pumping stations and booster stations

How to learn about City of Milwaukee employment opportunities:

INTERNET: www.milwaukee.gov/jobs

E-MAIL: www.milwaukee.gov/jobs/enotifyjobs

Subscribers receive an e-mail when a new job announcement is posted (includes Fire and Police).

PHONE: (414) 286-5555 (24-hour recording – updated as needed)

IN PERSON: Job announcements are posted on a bulletin board outside of Room 706 in City Hall; **however**, applications are accepted **online only**. Office hours are weekdays; 8:00 a.m. – 4:45 p.m.

Other employment opportunities:

- **School Crossing Guard:** For an application call the Milwaukee Police Department at (414) 935-7995.
- **Election Workers:** For an application go to: www.milwaukee.gov/HelpMilwaukeeVote
- **Housing Authority:** www.hacm.org/about-us/human-resources/employment-opportunities
- **Compete Milwaukee, Transitional Jobs Program:** call UMOS at (414) 389-6000 or for more information go to www.milwaukee.gov/CompeteMilwaukee