



CURRENT JOB OPENINGS

as of 6/1/2023 10:17 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.

AUDIT MANAGER (COMPTROLLER) – 06.09.2023

The Audit Manager directs the Internal Audit function for the City of Milwaukee. This function is responsible for conducting a program of independent reviews and appraisals of City operations. This program provides information on the condition of City activities at all levels and forms the basis for taking actions needed to improve operations. Internal Audit is also responsible for systematically reviewing and appraising financial statements and transactions and for evaluating internal controls.

BUILDING SERVICES SUPERVISOR II (DPW) – 06.02.2023

The Building Services Supervisor II directs, supervises, and coordinates all maintenance and custodial activities in the Department of Public Works (DPW) operated buildings, along with administrating, monitoring, and evaluating contracted custodial services.

CITY LABORER (DPW) – 06.02.2023

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) – 06.09.2023

The Civil Engineer designs and reviews multimodal transportation and mobility projects related to the City of Milwaukee's Complete Streets policy. The ideal candidate should understand the value and benefits that walking, biking, and taking transit bring to an urban environment and be passionate about designing safe streets and increasing equitable transportation options.

CODE ENFORCEMENT INTERN (DNS) – 06.02.2023

Under the direction of the Code Enforcement Supervisor, the Code Enforcement Intern (CEI) performs code compliance inspections and conducts public information programs within a designated geographic area.

COMMUNICATIONS ASSISTANT IV (DPW) – 06.16.2023

The Communication Assistant IV assigned to Fleet Dispatch coordinates fleet availability for scheduled assignments and processes calls reporting absences, repair requests, fuel requests, accidents, or other information for Dispatch management.

COMMUNITY OUTREACH SPECIALIST (MHD) – 06.02.2023

Assigned to the Milwaukee Health Department's (MHD) Policy, Innovation and Engagement Division, the Community Outreach Specialist plans, promotes, coordinates and analyzes group and community public health interventions to reduce the harm caused by overdose and substance misuse.

COMMUNITY SERVICE OFFICER (MPD) – 05.26.2023

The Community Service Officer is a civilian employee who supports basic police operations by performing a variety of duties that do not require the attention of sworn personnel.

COMMUNITY VIOLENCE PREVENTION PROGRAM COORDINATOR & FAMILY VIOLENCE PROGRAM COORD & ReCAST PROGRAM COORD (MHD) – 06.09.2023

Fourteen staff positions and a \$5.5 million budget support the Office of Violence Prevention's (OVP) mission, which is to prevent violence through partnerships that strengthen youth, families, and neighborhoods.

DIETETIC TECHNICIAN (MHD) – 06.23.2023

Under the direction of the WIC Program Manager, the Dietetic Technician assigned to the Women, Infants and Children (WIC) Supplemental Nutrition Program provides nutritional assessment and determines program eligibility for the Milwaukee Health Department's (MHD) WIC participants.

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DISTRICT CODE ENFORCEMENT SUPERVISOR (DNS) – 06.02.2023

The District Code Enforcement Supervisor directs, coordinates, develops, and supervises an inspection staff in the City of Milwaukee to ensure neighborhoods are maintained to prevent deterioration, while keeping and improving the health, safety, and overall quality of life for the residents and business owners and preserving property values.

ELECTRICAL INSPECTOR (DNS) – Continuous

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

ELEVATOR INSPECTOR (DNS) – Continuous

The Elevator Inspector conducts inspections of passenger and freight elevators, chair lifts, accessible lifts, escalators, moving walks, and dumbwaiters. These inspections take place in commercial and industrial buildings to ensure that equipment installed in the City of Milwaukee complies with federal, state and local codes. Inspection work includes testing elevators and reviewing plans or specifications for new or existing elevator installations.

EQUIPMENT MECHANIC IV (DPW) – 06.02.2023

The Equipment Mechanic IV maintains, repairs, and inventories the machinery, shop equipment, power tools, and hand tools both at the Milwaukee Water Works (MWW)-Distribution field headquarters and at field locations.

EQUIPMENT PARTS ASSISTANT (DPW) – 06.09.2023

The Equipment Parts Assistant ensures the availability of essential parts for the repair and maintenance of City of Milwaukee vehicles and equipment by applying efficient inventory control, parts procurement, and expedited order processing.

FACILITIES MAINTENANCE MECHANIC (MPD) – 06.09.2023

The Facilities Maintenance Mechanic operates equipment and performs repairs and preventive maintenance activities associated with the overall operation of the Police Administration Building (PAB) and outlying district locations.

FIRE MAINTENANCE TECHNICIAN – INVENTORY CONTROL (FPC) – 05.30.2023

The Fire Maintenance Technician (FMT) acts as the primary point of contact of the Milwaukee Fire Department (MFD) Construction and Maintenance Division stockroom including any auxiliary stockrooms and parts storage facilities across the department to ensure fire and medical companies remain in service and ready to respond to emergencies.

HVAC MAINTENANCE TECHNICIAN (DER) – Continuous

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

LIBRARY TEEN OUTREACH INTERN (MPL) – 06.09.2023

Teen Outreach Interns assist in implementing the library's "Connected Learning for Teens" initiative, fulfilling the mission and vision of Milwaukee Public Library (MPL). Interns serve as faces and voices for the Library, spearheading teen outreach projects and developing new programs for teens in the Milwaukee community. They consult on space design and redesign, mentor their peers, and host engaging events, all while developing critical career skills in the process.

OFFICE ASSISTANT II (MPD) – 08.18.2023

The City of Milwaukee Police Department employs Office Assistant IIs in various divisions. Under supervision, the Office Assistant IIs type letters, reports, records, and other documents and perform a variety of clerical duties.

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OFFICE ASSISTANT III (MPD) – 08.18.2023

Under the supervision of an Office Supervisor and sworn staff, Office Assistant IIIs support the efficiency of MPD units by performing difficult and responsible clerical work requiring a command of administrative procedures, automated systems, and departmental policies and procedures.

Office Assistant IIIs deliver superior customer service, exercise independent judgment, and may serve as lead workers and trainers for a small team of clerical staff.

OFFICE ASSISTANT IV/III/II (DER) – 08.18.2023

Office Assistant IIs, IIIs, and IVs assist with operational efficiency by serving customers and providing clerical support.

Office Assistant IIs generally perform receptionist duties, type documents, input data, maintain records, and distribute mail.

Office Assistant IIIs and IVs perform increasingly responsible and complex administrative tasks requiring a command of automated systems, English writing conventions, and policies and procedures. Depending upon the assignment, they may coordinate calendars for departmental managers, serve as lead workers and trainers for clerical staff, and perform cashiering duties.

OPERATIONS DRIVER/WORKER (DPW) – Continuous

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.

OPERATIONS POLICY ANALYST (DPW) – 06.23.2023

The Operations Policy Analyst develops strategies to secure funding, prepare and monitor grants, and research alternative funding sources for Department of Public Works' (DPW) short- and long-term goals.

PLAN EXAMINER II & PLAN EXAMINER III (DNS) – Continuous

The Plan Examiner II and the Plan Examiner III examine plans, specifications, and other data pursuant to federal, state and local regulations, for the construction of new structures and buildings and proposed alterations, additions, and repairs to existing structures and buildings and related mechanical systems.

The position will be filled at the level of Plan Examiner II (PG 2GN) or Plan Examiner III (PG 2JN) depending upon the qualifications of the candidate and the needs of the Department of Neighborhood Services. Eligible candidates who successfully complete the selection process will be placed on the highest-level eligible list for which they qualify.

POLICE BUDGET & ADMINISTRATION MANAGER (MPD) – 06.09.2023

The Police Budget and Administration Manager is responsible for policy development through the performance of financial management functions within the Milwaukee Police Department (MPD), including project review and implementation, budget preparation and monitoring, accounting activities, purchasing, capital and asset forfeiture management, and other financial duties.

POLICE DISTRICT ADMINISTRATIVE ASSISTANT (MPD) – 08.18.2023

The Police District Administrative Assistant (PDAA) works in a district station serving residents and performing various support duties.

POLICE OFFICER (MPD) – 12.01.2023

Police Officers preserve public peace, protect life and property, work within the community to prevent crime, and enforce ordinances of the City of Milwaukee and the laws of the State of Wisconsin.

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POLICE RECORDS SPECIALIST I (MPD) – Continuous

The Police Records Specialist I serves as a key subject matter expert in the classification and coding of crime reports processed by the Milwaukee Police Department (MPD) and reported to the State of Wisconsin and the Federal Bureau of Investigation (FBI).

POLICE RISK MANAGER (MPD) – 06.09.2023

The Police Risk Manager develops, coordinates and completes compliance reports related to lawsuits and settlements and serves as the project manager for settlements.

PUBLIC HEALTH NURSE 1 (MHD) – Continuous

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) – Continuous

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.

RADIOLOGIC TECHNOLOGIST (MHD) – 06.09.2023

Under the supervision of the Infectious Disease Program Manager, the Radiologic Technologist performs radiographic diagnostic imaging procedures for patients with suspected or confirmed tuberculosis.

RESEARCH AND POLICY COORDINATOR (MHD) – 06.09.2023

The Research and Policy Coordinator performs research on a variety of public health policies, leads advocacy efforts, collects and analyzes information, and uses data to lead and implement a comprehensive, equity-driven policy agenda.

SANITATION SUPERVISOR (DPW) – 06.16.2023

The Sanitation Supervisor supervises crews for refuse and recycling collection, street sweeping, leaf collection, snow plowing, ice control and various other sanitation-related duties.

SENIOR WATER TREATMENT PLANT OPERATOR & WATER TREATMENT PLANT OPERATOR (DPW) – Continuous

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.

TEST ADMINISTRATION COORDINATOR (FPC) – 06.16.2023

The Test Administration Coordinator is responsible for assisting with administering, planning, coordinating, scheduling, and documenting the recruitment and testing procedures for entry-level and promotional processes for the Milwaukee Fire Department (MFD), the Milwaukee Police Department (MPD), and the Department of Emergency Communications (DEC).

WATER METER TECHNICIAN (DPW) – Continuous

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 STEAMFITTER (DPW-MWW) – Continuous

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.

WATER PLANT STEAMFITTER HVACR MECHANIC (DPW-MWW) – 06.16.2023

Under the general direction of the Water Plant Maintenance Manager and Maintenance Supervisor, the Water Plant Steamfitter/Heating, Ventilation, Air Conditioning and Refrigeration (HVACR) Mechanic performs HVACR system maintenance and repair and installs and repairs water piping systems.

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WATER PLANT MACHINE REPAIRPERSON and WATER PLANT MACHINERY MECHANIC and WATER PLANT FACILITY MECHANIC (MWW) – Continuous

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 this job series.

The **Water Plant Machine Repairperson** provides journey-level machine repair expertise and serves as the lead worker for the preventive maintenance, repair, removal and installation of all mechanical equipment in the MWW facilities. This is the final phase in the promotional series for the water plants machine repair personnel.

The **Water Plant Machinery Mechanic** independently performs system-wide installation, preventive maintenance and repair duties on medium-duty water system equipment. The Water Plant Machinery Mechanic assists skilled trades personnel in performing complex and/or heavy-duty assignments. This is the second phase in the promotional series for water plants machine repair personnel.

The **Water Plant Facility Mechanic** performs minor maintenance repairs to all MWW system equipment and assists skilled trades personnel as needed. This entry-level position is the first in the three-step promotional series for Water Plants machine repair personnel.

Eligible candidates who successfully complete the selection process will be placed on the highest level, eligible list for which they qualify.

WORKFORCE DEVELOPMENT ADMINISTRATOR (MHD) – 06.02.2023

The Workforce Development Administrator works collaboratively with the MHD Human Resources team and departmental leadership to develop and implement a comprehensive workforce development strategy.

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