



CURRENT JOB OPENINGS

as of 9/10/2024 2:58 PM

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.

ADMINISTRATIVE SERVICES ASSISTANT (DCD) – 09.13.2024

The Administrative Services Assistant supports the Real Estate Division within the Department of City Development (DCD) by assisting the commercial and residential teams, property management team and the Database Specialist with daily tasks and special projects, including facilitating property offers and closings and creating monthly and year-end reports.

CODE ENFORCEMENT INTERN (DNS) – 09.13.2024

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.

CEIs are required to successfully complete college-level coursework as defined in the Department of Neighborhood Services (DNS) Intern Program; classes are held during work hours and the tuition is paid by the City. Upon successful completion of the experience and educational requirements, the incumbent may be promoted to Residential or Commercial Code Enforcement Inspector with DNS.

COMMUNITY HEALTH DIETITIAN 1 (MHD) – 09.13.2024

Under the direction of the WIC Program Manager, the Community Health Dietitian 1 provides nutrition and administrative services for the City of Milwaukee Health Department's (MHD) Women, Infants, and Children (WIC) special supplemental nutrition program and serves as a lead worker for Community Health Nutritionists, WIC Client Services Assistants, and Breastfeeding Peer Counselors.

COMMUNITY HEALTH NUTRITIONIST 1 (MHD) – 09.13.2024

Under the direction of the WIC (Women, Infants and Children) Program Manager, the Community Health Nutritionist 1 provides nutritional assessment and counseling and determines program eligibility for the Milwaukee Health Department's (MHD) WIC participants.

COMMUNITY OUTREACH SPECIALIST (MHD) – 09.13.2024

Under the direction of the Health Strategy Director, the Community Outreach Specialist conducts maternal/parental and next of kin interviews and provides summaries of findings, in accordance with the Fetal and Infant Mortality Review (FIMR) and Overdose Fatality Review (OFR) team guidelines.

EARLY VOTING COORDINATOR (ELECTION COMMISSION) – 09.13.2024

The Early Voting Coordinator plans and leads all activities associated with absentee ballots that are processed through the Early Voting Centers (In-Person Absentee Voting (IPAV)), dropboxes, and the Special Voting Deputy (SVD) program.

ELECTRICAL INSPECTOR 3 (DNS) CONTINUOUS

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

ENGINEERING TECHNICIAN IV (MWW) – CONTINUOUS

The Engineering Technician IV conducts 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.

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.

EQUIPMENT AND TOOL MECHANIC 3 (DPW) – CONTINUOUS

The Equipment and Tool Mechanic 3 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.

HEALTH ACCESS ASSISTANT (MHD) – 09.27.2024

The Health Access Assistant provides customer service, comprehensive support and information to clients seeking to apply for governmental benefit and entitlement programs, such as Medicaid, the Health Insurance Marketplace, BadgerCare Plus, Family Planning Only Services, SeniorCare, FoodShare Wisconsin and Wisconsin Shares Childcare.

INDUSTRIAL MACHINE REPAIR MECHANIC 2 (MWW) – CONTINUOUS

The Industrial Machine Repair Mechanic 2 performs preventative maintenance and basic repairs to MWW equipment and facilities, operates equipment to perform snow and ice control, and performs routine duties at outlying booster stations. The incumbent will assist with complex repairs, equipment installation and replacement and troubleshooting electrical, HVAC and automation systems and equipment.

LICENSE SPECIALIST I (CITY CLERK) – 09.20.2024

Under the general direction of the License Coordinator, the License Specialist I processes applications and permits in accordance with State statutes, City ordinances and departmental procedures.

MUNICIPAL SERVICES ELECTRICIAN (MWW) – 09.13.2024

The Municipal Services Electrician in Milwaukee Water Works (MWW) installs, repairs, troubleshoots, and maintains electrical wiring and equipment such as pumps, motors, generators, instruments, and automated machines within MWW water treatment plants and the distribution system.

OFFICE ASSISTANT IV (MPD) – 09.27.2024

The Office Assistant IV helps Milwaukee Police Department (MPD) units to operate efficiently by performing complex and responsible administrative tasks requiring a command of administrative procedures, automated systems, and departmental policies and procedures.

POLICE RECORDS SUPERVISOR (MPD) – 09.27.2024

Under the direction of Police Records Manager, the Police Records Supervisor supervises the daily operations of the Records Management Division of the Milwaukee Police Department (MPD).

POLICE OFFICER (MPD) – 12.06.2024

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.

POSITION CONTROL SPECIALIST (DER) – 09.13.2024

Under the direction of the Workforce Planning and Certification Supervisor, the Position Control Specialist will facilitate the position control aspects of the integration with Workday and will maintain the position control process for general City positions, ensuring that positions align with approved staffing levels and titles and that the attendant notifications, benefits and other permissions are activated.

PUBLIC HEALTH NURSE 1 (MHD) – 09.13.2024

Public Health Nurses 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), Communicable Disease, Tuberculosis Prevention and Care, Home Environmental Health, Milwaukee Breast and Cervical Cancer Awareness and Sexual and Reproductive Health.

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.

RESIDENTIAL PROPERTY APPRAISER 1 (ASSESSOR'S OFFICE) – 09.13.2024

The Residential Property Appraiser 1 inspects residential properties for sale, permit and valuation review.

URBAN FORESTRY TECHNICAL SERVICES MANAGER (DPW) – 09.13.2024

The Urban Forestry Technical Services Manager oversees the Technical Services of the Forestry Section by developing and implementing in-service training programs; coordinating independent and cooperative research projects related to plant health care, urban forest management techniques, and operations; and supervising up to 25 Urban Forestry Arborist Apprentices, three full-time Tree Protection Technicians, six Urban Forestry Interns, and three Youth Arborist Apprentices annually. The Urban Forestry Technical Services Manager participates in snow and ice control operations.

WATER REPAIR WORKER 1 (MWW) – 09.13.2024

The Water Repair Worker 1 locates and repairs valve and service access boxes in the Milwaukee Water Works (MWW) distribution system and assists Water Distribution Investigators with conducting routine and emergency investigations.

WATER TREATMENT PLANT OPERATOR 1 (MWW) – 09.13.2024

With a focus on pump, treatment, and chemical filtration changes, as well as plant integration, the Water Treatment Plant Operator 1 maintains process control of the MWW water treatment plants and distribution pumping systems to meet production requirements for high quality, sufficient drinking water.

How to learn about City of Milwaukee employment opportunities:

INTERNET:	www.milwaukee.gov/jobs
E-MAIL:	www.milwaukee.gov/enotifyjobs <i>Subscribers receive an e-mail when a new job announcement is posted (includes Fire and Police).</i>
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/election
- **Housing Authority:** <https://www.hacm.org/about-us/human-resources/hacm-careers>
- **Compete Milwaukee, Transitional Jobs Program:** call UMOS at (414) 389-6000 or for more information go to <https://city.milwaukee.gov/dpw/AdministrativeServices/Compete-Milwaukee>

DISCLAIMER: The City of Milwaukee offers this summary as a **convenience** only and is **not** an official communication. Receipt of application materials may be discontinued at **any time** after the posted deadline without notice, however, recruitment may continue until the needs of the City have been met.