

ENGINEERING DRAFTING TECHNICIAN V

Recruitment #1802-1819DC-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	3/26/2018 12:30:00 PM
Filing Deadline	4/16/2018 11:59:00 PM
HR Analyst	Deidre Steward

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INTRODUCTION

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.

PURPOSE

Under the direction of the Management Civil Engineer Senior, the Engineering Drafting Technician V reviews and checks construction plans for state paving, local paving, bridges, sewers, underground conduit, street lighting, signals, and/or mapping maintenance using manual or computer aided drafting equipment and software.

ESSENTIAL FUNCTIONS

- Prioritize, assign, coordinate and review drafting work, such as, sewer, street lighting, underground conduit, bridges and paving with Engineering Technician II and IV.
- Modify software databases and programs for sewers, street lighting, underground conduit and paving.
- Review and communicate with utilities in regards to locations, permits and WisDOT Trans220/DT1077 forms.
- Maintain official maps, quarter sections and plat pages.

- Prepare right-of-way projects including openings, right-of-way vacations and easements.
- Review certified survey maps and subdivision plats.
- Conduct investigations and prepares responses to Aldermanic and citizen complaints.
- Maintain as-built plans for sewer, street lighting and underground conduit.
- Oversee Diggers Hotline requests, printing operation and storeroom.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Five years of civil engineering drafting experience, with at least one year at the level of an Engineering Drafting Technician IV or Engineering Technician IV performing essential functions related to this position.
2. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered. For example, college-level engineering curriculum courses, for which a "C" was earned, may be substituted for up to three years of the required experience.

IMPORTANT NOTE: In order for college to be considered, college transcripts are required and must be received by the application period closing date. *Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of mathematical calculations used for drafting.
- Ability to prepare drawings for various types of construction projects.
- Skill in updating and maintaining engineering records, engineering databases, and plat pages.
- Analytical and problem solving skills in order to handle issues that arise within the team and complaints received from elected officials and the public.
- Time management skills in order to work on multiple projects with varying deadlines.
- Ability to use computer aided drafting software and equipment and network file management systems.

- Ability to read City maps and understand legal descriptions.
- Knowledge of street and alley design criteria.
- Knowledge of estimating and assessment policy.
- Written communication skills to prepare business correspondence relating to design reviews.
- Ability to use computer software programs such as word processing, spreadsheet and database.
- Data entry skills to maintain and edit databases of project related quantities.
- Ability to use design software such as MicroStation or AutoCAD.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams.
- Ability to read and interpret technical documents.
- Interpersonal and customer service skills to work effectively with internal and external customers.
- Ability to work effectively in a diverse, team-oriented environment.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.
- Ability to lead, direct and train other technicians.
- Attention to detail and the ability to concentrate on assignments and disregard distractions.
- Ability to learn new technologies and stay current in this field.
- Ability to prioritize and delegate work.

CURRENT SALARY

The current salary range (Pay Range 3QN) for City of Milwaukee residents is \$52,893-\$68,048 and for non-residents is \$51,596-\$66,379 annually.

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays

- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2018>.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **Monday, April 16, 2018**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

EEO 303

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.

Click on a link below to apply for this position:

**Fill out the Supplemental Questionnaire and
Application NOW using the Internet.**

