



CURRENT JOB OPENINGS

as of 4/22/2022 1:06 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.

CHIEF HUMAN RESOURCES OFFICER (DER) – 4.29.22

The Chief Human Resources Officer (CHRO) provides oversight and direction over the City’s civil service system, onboarding, classification and compensation, pay and benefit administration, employee training and development, compliance, safety, grievance administration, and employee relations matters. The CHRO is responsible for advising the Mayor and members of the cabinet regarding employment matters, regulatory compliance, and for implementing best practices that support the delivery of quality and timely essential city services. The position serves as the Executive Secretary of the City Service Commission and works collaboratively with two other cabinet-level positions within DER, the City Labor Negotiator and the Employee Benefits Director, also appointed by the Mayor and subject to Common Council approval.

COMMUNITY OUTREACH LIAISON (DCD) – 5.13.22

The Community Outreach Liaison will spearhead community outreach efforts for the Department of City Development’s American Rescue Plan Act (ARPA) programs to create a bridge between the community (residents, neighborhood organizations, real estate professionals, lenders, developers, and other community stakeholders) and the City’s ARPA programs.

CUSTOMER SERVICE REPRESENTATIVE III (DER) – 4.29.22

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-BILINGUAL (DER) – 4.29.22

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.

ELECTION SERVICES COORDINATOR (ELECTION COMMISSION) – 4.29.22

The Election Services Coordinator recruits, assigns, and trains election workers and oversees the City of Milwaukee’s Adopt-A-Voting-Site program.

ELEVATOR INSPECTOR (DNS) – 5.13.22

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.

ENGINEERING DRAFTING TECHNICIAN I/II (DPW) – continuous recruitment

The Engineering Drafting Technician performs computer-aided drafting of construction plans related to roadway paving, sewer construction, street lighting, traffic signals, underground conduit systems, and water systems.

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.

FACILITIES MAINTENANCE MECHANIC (MPD) – 4.29.22

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.

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.

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HOUSING REHABILITATION SPECIALIST (DCD) – 5.13.22

The Housing Rehabilitation Specialist is responsible for providing technical assistance and oversight for housing rehabilitation projects being carried out through the Department of City Development's American Rescue Plan Act (ARPA).

HVAC MAINTENANCE TECHNICIAN (DER) – continuous recruitment

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

OFFICE ASSISTANT IV/III/II (DER) – 5.20.22

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.

PARKING ENFORCEMENT OFFICER (DPW) – 5.6.22

The Parking Enforcement Officer is responsible for enforcing all parking and abandoned vehicle regulations, while providing accurate, parking-related information and customer service to the public.

PLAN EXAMINER II (DNS) – 5.6.22

The Plan Examiner II examines plans, specifications, and other data pursuant to all the regulations of the State of Wisconsin building, heating ventilating and air conditioning code, City of Milwaukee building and zoning codes, and those of other regulatory agencies, for the construction of new structures and buildings and proposed alterations, additions, and repairs to existing structures and buildings and related mechanical systems.

PLUMBING INSPECTOR (DNS)-04.29.22

The Plumbing Inspector conducts inspections of private and public premises, including residential, governmental, commercial, and industrial, in order to verify compliance with City and State plumbing codes.

POLICE SERVICES SPECIALIST-INVESTIGATOR (MPD)- 5.13.22

The Police Services Specialist-Investigator performs indirect law enforcement activities, providing relief and support to full-duty law enforcement officers.

PUBLIC HEALTH ASSISTANT LABORATORIES DIRECTOR (MHD) – 5.6.22

The Public Health Assistant Laboratories Director-Clinical assists with the clinical and molecular laboratories' new program development; administrative, budgetary, and strategic planning; and overall operational support for managing the Milwaukee Health Department Laboratory (MHDL) quality services and regulatory compliances. The incumbent serves as the technical director for the clinical laboratory and manages daily operations in the microbiology, virology, and molecular sections.

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.

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PURCHASING AGENT-SENIOR/PURCHASING AGENT (DOA) – 5.2.22

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.

REAL ESTATE SPECIALIST (DCD)- 5.13.22

The Real Estate Specialist will assist in the program management of the Department of City Development's American Rescue Plan Act (ARPA) real estate initiatives, including the acquisition and disposition of City tax foreclosed properties for redevelopment as affordable housing.

SENIOR WATER TREATMENT PLANT OPERATOR & WATER TREATMENT PLANT OPERATOR (DPW) – 05.6.22

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.

TELECOMMUNICATIONS SUPERVISOR (MPD) – 4.29.22

The Telecommunications Supervisor is responsible for the administration of the City of Milwaukee's public safety telecommunications system.

URBAN FORESTRY LABORER (DPW) – 4.25.22

Urban Forestry Laborers perform various horticultural work activities in the establishment, maintenance, and renovation of boulevards and other City greenspaces and function in an emergency capacity to remove fallen branches and tree debris and perform snow and ice control operations.

WATER CHEMIST PROJECT LEADER (DPW) – 4.29.22

The Water Chemist Project Leader works directly with the Water Quality Operations Manager to plan and coordinate programs, most notably all projects involving lead, in the analytical chemistry laboratory.

WATER DISTRIBUTION REPAIR WORKER 1 – (DPW) – 5.13.22

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 PLANT MACHINE REPAIRPERSON (DPW-WATER) – *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 this job series.

WATER WORKS SUPERINTENDENT (DPW) – 5.6.22

The Water Works Superintendent oversees all operations of the utility and 300+ professionals in the plants, distribution, business, engineering, and water quality work units. Responsibilities include the financial, technical, maintenance and repair, operational, developmental, public relations, and administrative functions of the utility. The ideal candidate will have an accomplished background in water resource or public works management – someone who will energetically and strategically build upon MWW's history as Wisconsin's longest continuously-operating water utility. The Superintendent directs and administers the MWW in accordance with city, state, and federal regulations and laws to ensure a safe, potable, and sufficient supply of water to consumers in a manner that is as efficient and economical as possible.

YOUTH APPRENTICE (DPW) – 5.13.22

Under the guidance and direction of the Milwaukee Water Works (MWW) managers and supervisors, the Youth Apprentice performs minor maintenance repairs to all water system equipment and assists and supports machine repair staff.

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