**CURRENT JOB OPENINGS**  
*as of 3/2/2020 4:06 PM*

*Department of Employee Relations – Staffing Services, City Hall – Room 706, 200 E. Wells St.*

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Department</th>
<th>Application Deadline</th>
<th>Details</th>
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<tbody>
<tr>
<td>ADMINISTRATIVE SPECIALIST – SENIOR (MPL)</td>
<td>03.20.20</td>
<td>The Administrative Specialist-Senior (Library Circulation Manager) is directly responsible for overseeing the daily operation of the Milwaukee Public Library (MPL) Circulation Bureau, including services and personnel, materials handling processes and related equipment, and interlibrary loan services.</td>
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<tr>
<td>CUSTOMER SERVICE REPRESENTATIVE III – BILINGUAL (MWW)</td>
<td>03.18.20</td>
<td>The Customer Service Representative III-Bilingual in the Milwaukee Water Works (MWW) performs complex telephone, cashiering, and clerical duties in response to an average of 40 to 50 daily customer inquiries related to the status of billing accounts for MWW customers.</td>
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<tr>
<td>DATABASE ASSOCIATE (DPW-WATER)</td>
<td>03.13.20</td>
<td>The Database Associate is responsible for the creation of computer software (e.g. design, coding, maintenance, integration, testing, and documentation) across the enterprise. The position will also be responsible for larger projects including analysis, design, development, testing, configuration, documentation, and implementation of computer-based application solutions for the MWW. The Database Associate must maintain customer, user, vendor and consultant relationships and ensure that quality assurance, programming, and all other job-related standards are followed.</td>
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<tr>
<td>ELECTRICAL INSPECTOR (DNS)</td>
<td>03.06.20</td>
<td>The Electrical Inspector conducts electrical systems inspections in commercial, industrial, and residential buildings to ensure compliance with applicable codes.</td>
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<tr>
<td>MICROBIOLOGIST – SENIOR (MHD)</td>
<td>03.11.20</td>
<td>Under the supervision of the Public Health Deputy Laboratory Director, the Microbiologist-Senior performs laboratory testing for the Microbiology, Virology and Molecular Science sections of the City of Milwaukee Health Department (MHD) Laboratory including advanced molecular testing for communicable diseases such as sexually transmitted infections (STI), Tuberculosis (TB) and viral diseases of human sources. The Microbiologist-Senior will be required to work with highly pathogenic microorganisms in a biosafety level 3 (BSL-3) laboratory following the Centers for Disease Control and Prevention (CDC), Laboratory Response Network (LRN), and other federal guidelines.</td>
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<td>MUNICIPAL SERVICES ELECTRICIAN (DPW-INFRA)</td>
<td>Continuous recruitment</td>
<td>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.</td>
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<tr>
<td>PUBLIC HEALTH NURSE I (MHD)</td>
<td>Continuous recruitment</td>
<td>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, Prenatal Care Coordination, Strong Babies, Communicable Disease, Tuberculosis Prevention and Care, Home Environmental Health, Milwaukee Breast and Cervical Cancer Awareness and the Sexual and Reproductive Health.</td>
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<tr>
<td>TRAFFIC OPERATIONS ASSISTANT (DPW-INFRA)</td>
<td>Continuous recruitment</td>
<td>Under the general direction of the Transportation Engineering Planner, the Traffic Operations Assistant performs traffic studies and compiles and analyzes data related to transportation functions.</td>
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<tr>
<td>UCC CUSTOMER SERVICE REPRESENTATIVE III (UCC)</td>
<td>03.23.20</td>
<td>The Customer Service Representative III is responsible for providing exceptional and accurate customer service for the City of Milwaukee’s Unified Call Center, using a variety of communication channels. The Customer Service Representative III handles a variety of contacts in a fast paced environment and ensures all interactions are resolved efficiently.</td>
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</tbody>
</table>

**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.
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.

**VEHICLE SERVICES TECHNICIAN** (DPW-OPS) – continuous recruitment
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.

**WATER LABORATORY TECH** (DPW-WATER) – 03.13.20
The Water Laboratory Technician collects and analyzes water samples for the purpose of ensuring potable drinking water for Milwaukee Water Works (MWW) customers.

**WATER PLANT MACHINE REPAIRPERSON AND WATER PLANT MACHINERY MECHANIC AND WATER PLANT FACILITY MECHANIC** (DPW-WATER) - continuous recruitment
These maintenance positions are within the Milwaukee Water Works (MWW) treatment plants and pumping stations; these are first shift positions. 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 acts 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.

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**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)

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.

**PERSON:**

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**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

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