

CIVIL ENGINEER I & II

Recruitment #2011-1813-003

List Type	Original-Continuing
Requesting Department	DPW-INFRASTRUCTURE-ST/BRIDGES
Open Date	11/2/2020 07:50:00 AM
Filing Deadline	Continuous
HR Analyst	Deidre Steward

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INTRODUCTION

PLEASE BE ADVISED:

The City of Milwaukee intends to hold multiple application periods for Civil Engineer I & II positions in 2020. See the chart below. Only applicants who meet the minimum requirements of the job, including submission of transcripts, will be invited to participate in the selection process.

Tentative Announcement Dates	Tentative Application Deadlines	Tentative Selection Process Weeks
Monday, May 11, 2020	Monday, June 8, 2020	Week of June 22, 2020
Monday, June 15, 2020	Friday, July 17, 2020	Week of August 3, 2020
Monday, July 27, 2020	Friday, August 28, 2020	Week of September 14, 2020
Monday, September 21, 2020	Friday, October 23, 2020	Week of November 9, 2020

PURPOSE

The Civil Engineer is responsible for performing a variety of professional duties relative to design, planning, and/or construction review and/or inspection in one or more of the following areas: sewer and environmental engineering, water engineering, street, highway and transportation engineering, traffic engineering, and structural engineering.

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

ESSENTIAL FUNCTIONS

- Prepare engineering designs and plans using design software and drawing tools such as AutoCADD and Microstation.
- Ensure engineering activities are compliant with environmental, safety, or other governmental regulations.
- Inspect project sites to monitor progress and to ensure conformance to design specifications.
- Estimate quantities and cost of materials, equipment, and labor and prepare cost estimates. Review and prepare responses to plans, correspondence, and legislative initiatives.
- Provide technical advice regarding design, construction, or program modifications and structural repairs. Analyze survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geological data to plan projects.
- Prepare contract documents.
- Coordinate design and construction activities.

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

Both Civil Engineer I and Civil Engineer II levels:

1. Bachelor's Degree in Civil Engineering from an accredited school of engineering.

Note: Students with senior status may apply for this position but may not be appointed until their degree has been completed.

2. Valid driver's license at time of appointment and throughout employment.

Civil Engineer II level:

3. One year of full-time professional civil engineering experience performing related functions.

IMPORTANT NOTE: To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the practical application of engineering science and technology.
- Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics and the ability to make accurate calculations.
- Knowledge and prediction of physical principles, laws and their interrelationships and application to understanding fluid dynamics.
- Ability to prepare engineering plans using design software and drawing tools such as AutoCADD and Microstation.
- Skill in the use of computer software such as Microsoft Office.
- Ability to analyze and evaluate information to solve problems.
- Ability to communicate with individuals at all levels inside and outside the organization as well as work courteously, cooperatively, and effectively with people whose backgrounds may differ from one's own.
- Written communication skills, including the ability to prepare reports.
- Ability to efficiently plan and coordinate work.

CURRENT SALARY

Civil Engineer I

The current starting salary range (PR 2EN) is \$51,358 - \$63,426 annually, and the resident incentive salary range for City of Milwaukee residents is \$52,899 - \$65,329. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

Civil Engineer II

The current starting salary range (PR 2GN) is \$58,373 - \$72,063 annually, and the resident incentive salary range for City of Milwaukee residents is \$60,124 - \$74,225. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- 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 <https://city.milwaukee.gov/der/benefits>.

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.

This is a continuous recruitment. Applications will be accepted and interviews held as often as required to meet the needs of the City. 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. These dates may be subject to change based upon the needs of the City.

Candidates may take an examination for this position only once every six months.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE Applications and further information can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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