

CONSTRUCTION MANAGEMENT ENGINEER

Recruitment #1611-5287-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ST/BRIDGES
Open Date	5/17/2017
Filing Deadline	6/14/2017 11:59:00 PM
HR Analyst	Lindsey O'Connor

INTRODUCTION

What Milwaukee can offer YOU

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Construction Management Engineer is responsible for supervision, preparation, coordination and inspection for the Public Works construction contracts for City and/or State WISDOT sewer, water, bridge, street and alley infrastructure improvement projects.

ESSENTIAL FUNCTIONS

- Supervise and manage the inspection and coordination of all street, alley and bridge construction and water main, sewer and building service installations, for work let to private contracts for the City of Milwaukee.
- Plan, schedule and coordinate field operations, as well as the design of all paving work for an area covering approximately one-fourth of the total construction program.
- Prepare specifications, special contract provisions and plans.
- Supervise the recordkeeping required to track construction progress and accuracy of inspectors' daily reports. Complete analytical studies of data and prepare engineering reports.
- Supervise and train inspection personnel regarding duties and responsibilities in the inspection of construction work, and technicians regarding design and surveying. Supervise the on-the-job training of new field employees and conduct training meetings related to construction practices and safety procedures.
- Approve measurements, quantities, and final payment certificates for all work.

- Contact businesses, property owners, public officials and other departments and utilities regarding access problems, complaints, scheduling and claims relating to contract construction work.

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. Bachelor's degree in engineering (Civil, Mechanical or Architecture) from a school of engineering whose program is accredited by the Accreditation Board for Engineering and Technology (ABET).
2. Five years of experience in engineering related functions such as design, construction, inspection or maintenance of infrastructure facilities with at least two years in a supervisory or lead worker role. ***For internal candidates, experience must include at least two years of experience at the Civil Engineer III level or above.***

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.

Equivalent combinations of education and experience may be considered.

3. Valid Driver's License at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Registration as a Professional Engineer.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of construction specifications, materials, methods, procedures, bidding and contracts.
- Knowledge of management practices and principles to effectively manage direct reports.
- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals including the public, contractors, elected officials, co-workers and management.
- Effective listening and negotiating skills to work efficiently and effectively with contractors and elected officials.
- Oral communication skills to effectively respond to questions and handle issues received from the public, contractors and elected officials.
- Presentation skills to communicate technical information before varying sizes of groups including the public, council members and property owners.

- Written communication skills to prepare business correspondence and technical reports.
- Ability to plan and coordinate work of others.
- Ability to work well under pressure and within deadlines.
- Ability to accomplish goals in a highly political environment.
- Ability to review, analyze and prepare technical reports and studies.
- Ability to proficiently use computer programs such as Microsoft Office Suite, Outlook, Microstation/AutoCAD and the internet.

CURRENT SALARY

SALARY (1IX): The current starting salary is \$75,478 for City of Milwaukee residents. The non-resident starting salary is \$73,627 annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

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 **June 7, 2017**. 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.