

ENGINEERING DRAFTING TECHNICIAN I & II

Recruitment #2101-1818DC-001

List Type	Original-Continuing
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	2/19/2021 5:00:00 PM
Filing Deadline	3/26/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

Engineering Drafting Technician I and II will be open for applications several times throughout 2021. See the chart below. *Only applicants who meet the minimum requirements of the job will be invited to participate in the selection process.

APPLICATION PERIODS AND TEST ADMINISTRATIONS 2021 Continuous Recruitment (Subject to Change)

Application Period Opens:	Application Period closes:	*Structured Interviews to be conducted: (*Exact dates to be determined)
February 19, 2021	March 26, 2021	April 2021
May 3, 2021	June 25, 2021	July 2021
August 2, 2021	September 24, 2021	October 2021

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

Under the direction of the Management Civil Engineer Senior, 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.

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

ESSENTIAL FUNCTIONS

Computer-Aided Drafting:

- Use MicroStation and geographic information systems (GIS) software to produce technical drawings of the following: City and State paving, sewer, water, street lighting, traffic signals, parking meter layouts, and underground conduit, easements, and vacations.
- Update engineering quarter sections and perform other mapping functions.
- Compute mathematical calculations such as distances, areas, angles, and dimensions.

Administrative and Customer Service:

- Maintain City records for sewers, street lighting, traffic signals, and underground conduit.
- Order, compile, file, and distribute information related to City contracts.
- Perform database entry for sewers, street lighting, and Diggers Hotline.
- Support the Diggers Hotline by responding to customer inquiries.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Based upon each department's responses to the COVID-19 pandemic and the needs of each department, employees may be expected to work from home intermittently or continuously.

MINIMUM REQUIREMENTS

Engineering Drafting Technician I and Engineering Drafting Technician II:

1. One year of full-time drafting experience using AutoCAD or MicroStation.

OR

Successful completion of two semesters of high school and/or college-level drafting coursework.

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

Engineering Drafting Technician II:

3. Two years of full-time civil engineering drafting experience.

***NOTE:** College-level engineering curriculum courses for which an average grade equivalent to "C" was earned may be substituted for up to one year of the required experience. Substitution will be made on the basis of five credits equals three months of experience, and no substitution will be made for fewer than five credits.*

***NOTE:** To receive credit for coursework in AutoCAD or MicroStation, transcripts are required and must be received by the application filing deadline. High school and/or 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 high school, university, or*

college name, your name, the degree completed (if applicable), and the date the degree was completed.
Student copies are acceptable.

NOTE: The Engineering Drafting Technician I is the entry-level position of the Engineering Drafting Technician promotional series. Promotion to the next level, Engineering Drafting Technician II, is possible after two years of experience as an Engineering Drafting Technician I OR proof of two years of engineering experience OR successful completion of one year of college-level engineering-related curriculum and one year of civil engineering drafting experience.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Coursework in Civil Engineering Technology either at the high school or college level.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Knowledge and Skills:

- Knowledge of drafting techniques, including computer aided drafting programs.
- Knowledge of algebra, geometry, and trigonometry to compute various calculations such as angles, curves, triangles, circles, radii, percentages, fractions, square footage, distances, areas, and dimensions.
- Skill in using AutoCAD and/or MicroStation as well as geographic information systems (GIS) to produce technical drawings.

Communication and Interpersonal Skills:

- Ability to read and interpret technical job-related documents.
- Written communication skills in order to effectively create business correspondence and reports.
- Oral communication skills in order to effectively communicate with internal and external customers.
- Interpersonal skills to be able to develop and maintain effective working relationships with managers and colleagues.
- Ability to work cooperatively, effectively, and fairly with coworkers and residents whose backgrounds may differ from one's own.

Critical Thinking Skills and Professionalism:

- Analytical and problem-solving skills.
- Ability to handle multiple projects with varying and often tight deadlines.
- Ability to maintain accurate records.
- Honesty and the ability to use City resources responsibly.

CURRENT SALARY

Engineering Drafting Technician I:

The current starting salary rate (PR 3BN) is **\$33,102** annually, and the resident incentive starting salary for City of Milwaukee residents is **\$34,095**.

Engineering Drafting Technician II:

The current starting salary rate (PR 3FN) is **\$38,508** annually, and the resident incentive salary rate for City of Milwaukee residents is **\$39,663**.

BENEFITS:

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 <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. The names of successful candidates will be placed on the eligible list in a rank determined by the final score without reference to the date of the examination. The names of candidates who pass all phases of the selection process may remain on an eligible list resulting from a continuous examination for up to six months.

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

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations, call 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

EEO = 303

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