

ENGINEERING TECH IV

Recruitment #1812-1887-003

List Type	Original
Requesting Department	DPW - INFRASTRUCTURE
Open Date	12/21/2018 3:45:00 PM
Filing Deadline	1/11/2019 11:59:00 PM
HR Analyst	Jeff Harvey

[Go Back Apply](#)

INTRODUCTION

What Milwaukee can offer YOU

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.

PURPOSE

The Engineering Technician IV supports the engineering and architectural staff in estimating, contractor contacts, performing field surveys, creating and maintaining records and reports, filing and performing paving project functions. There are positions available in both the Facilities Management and Street Lighting sections of DPW-Infrastructure.

ESSENTIAL FUNCTIONS

Facilities Management Section

- Assist with contacting contractors for bids and construction related information.
- Prepare estimates for paving projects, including quantities and unit pricing.
- Create plans and specifications for small paving projects and coordinate their construction.

- Conduct field surveys and assist with condition assessments.
- Research records, reports and files for data input.
- Prepare and maintain records, reports and files, including but not limited to the certification and maintenance of underground storage tanks and fueling systems.
- Plan and direct paving projects, including maintaining storm water pollution prevention plans.

Street Lighting Section

- Review permit requests for impact on City street lighting facilities.
- Compile and provide information on current lighting facilities, required work, and agencies for which work is needed (e.g. public utilities, contractors, City, County or State government agencies).
- Coordinate the protection, adjustment or relocation of street lighting facilities in conjunction with City projects or to accommodate other construction projects.
- Maintain records and perform all planning and design work related to the installation, operation, maintenance or removal of City alley lighting facilities.
- Receive and investigate complaints and requests for additional lighting facilities from alderman and City residents.
- Perform planning, drafting, field investigation, feasibility studies, data gathering, final site layout, plan preparation, cost estimates, work orders, time table and material lists in conjunction with street lighting capital improvement projects.

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. An Associate's Degree in Civil Engineering or Engineering field and two years of related engineering or construction experience performing duties similar to the essential functions listed above.

OR Four years of related engineering or construction experience performing duties similar to the essential functions listed above.

Note: Equivalent combinations of education and experience may be considered.

NOTE: *College-level engineering curriculum courses, for which an average grade equivalent to "C" was earned, may be substituted for up to three (3) years of the required experience.*

Substitution will be made on the basis of five (5) credits equals three (3) months of experience and no substitution will be made for fewer than five (5) credits.

If you are seeking a substitution, college transcripts are required and must be received by the application period close. 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.

2. Valid driver's license at time of appointment, throughout the selection process and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Proficiency with computers and computer software, including Microsoft Office; knowledge of Microstation is desirable.
- Written communication skills, including the ability to write technical reports and general business correspondence.
- Planning, organizational, and time management skills.
- Ability to prioritize and delegate work with varying deadlines.
- Problem-solving and analytical skills. Ability to use and analyze information to evaluate options and to find the best solution.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams using Microstation.
- Ability to read and interpret technical drawings and documents.
- Interpersonal and customer service skills, including the ability to work effectively with culturally diverse individuals inside and outside the organization.
- Ability to prepare cost estimates.

CURRENT SALARY

The current starting salary (PG 3NN) for City of Milwaukee residents is \$45,185 annually and the non-resident starting salary is \$44,077. Appointment will be made in accordance with the provisions of the salary ordinance.

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 <http://city.milwaukee.gov/Benefits2018>.

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 the Application Deadline listed above. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information may 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.

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

