

ENGINEERING TECH IV

Recruitment #1807-1887-002

List Type	Transfer/Promotional
Requesting Department	DPW-INFRASTRUCTURE-FACILITIES
Open Date	10/17/2018 12:00:00 PM
Filing Deadline	11/7/2018 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

This position is open to current city of Milwaukee employees only

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.

ESSENTIAL FUNCTIONS

- Assist with contacting contractors for bids and construction related information.
- Prepare estimates for paving projects, including quantities and unit pricing.
- 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.

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. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Four years of related engineering experience performing the essential functions listed above, with at least one year of experience as an Engineering Technician I/II, Engineering Drafting Technician I/II, or Public Works Inspector I/II.

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.

3. 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.

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: evaluation(s) of related education, experience, and accomplishments, written test(s), interview(s), or other assessment methods. The Department of Employee Relations and the Department of Public Works- Infrastructure reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Wednesday, November 7, 2018**. 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.

ADDITIONAL INFORMATION

- 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.