

ENGINEERING TECHNICIAN I & II

Recruitment #2103-1885RL-001

List Type	Original
Requesting Department	DPW - SEWER - ENVIRONMENTAL
Open Date	4/1/2021 5:00:00 PM
Filing Deadline	4/22/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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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.

APPLICATION PERIOD AND TEST ADMINISTRATIONS (Subject to Change)

Application period opens:	Application period closes:	Tentative Structured Interviews:
Thursday, April 1, 2021	Thursday, April 22, 2021	Week of May 3, 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

The Engineering Technician works both in the field and in the office to obtain and analyze data and to prepare various charts, graphs and drawings necessary to implement the Environmental Protection Agency (EPA) stormwater regulations, as mandated by the Wisconsin Department of Natural Resources (DNR) and the City's General Sanitary Discharge Permit.

ESSENTIAL FUNCTIONS

Field Work:

- Field screen storm sewers, outfalls and roadside ditches to determine the presence of dry weather flow, estimate flow rate, take samples and perform tests.
- Prepare and install flow recorders and similar monitoring equipment in sanitary and storm maintenance holes.
- Perform the required checks on the City's Surcharge Level indicators and obtain electric meter readings generated by the City's bypass pumping stations after certain rain events.

Office Duties:

- Download data from flow recorders, meters and other monitoring equipment on a regular basis.
- Prepare and update various charts, maps, graphs and drawings.
- Perform office duties including compiling, analyzing and recording data recovered from the charts and tests and hand delivering legal documents to various official entities such as Milwaukee County and the Milwaukee Metropolitan Sewerage District (MMSD).

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

The Engineering Technician is considered essential staff during the current public health emergency.

- Must be able to crawl into and out of confined spaces, such as maintenance holes.
- Must be able to work outdoors in all weather conditions.
- Must meet the physical demands of the job including standing, walking, twisting, bending, climbing stairs and lifting and pushing items weighing up to 100 lbs.

MINIMUM REQUIREMENTS

Engineering Technician I and II:

1. Successful completion of two semesters of algebra at the high school or college level.

OR

Six months of experience conducting water sampling other lab or field sampling.

2. Valid driver's license at time of appointment and throughout employment. The incumbent will be required to drive a City-owned vehicle.

Engineering Technician II:

1. Two years of experience conducting water sampling or other lab or field sampling.

Equivalent combinations of education and experience may be considered.

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.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience with CADD systems (Microstation or AutoCAD) and Microsoft Excel.
- Knowledge of and/or experience with water, lab or field sampling tools and techniques.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical Field Work:

- Ability to use instruments such as flow meters and water samplers in order to take measurements in the field.
- Ability to observe and document descriptions of work.
- Ability to apply basic math skills such as addition, subtraction, division, multiplication and area calculation.
- Ability to use a computer to enter data, upload information from equipment and create documents using Excel, Word and Access.
- Ability to read and understand policies, procedures and technical documents.
- Situational awareness and ability to perform all work in a safe manner.

Customer Service and Communication:

- Verbal communication skills to communicate effectively with co-workers, management and the public.
- Ability to work independently and as part of a team.
- Ability to work cooperatively, effectively, and fairly with coworkers and residents whose backgrounds may differ from one's own.

CURRENT SALARY

Engineering Technician I:

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

Engineering Technician II:

The current starting salary rate (PR 3FN) is \$38,508 annually, and the resident incentive starting 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.

INITIAL FILING DATE - The examination will be held as soon as practical after the 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.

CONCLUSION

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