

ENGINEERING TECHNICIAN I & II

Recruitment #2102-1885DC-001

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

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INTRODUCTION

Engineering Technician I and II will be open for applications several times throughout 2021. See the chart below. *Only applicants who met 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 26, 2021	March 19, 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

Engineering Technicians perform functions in one or more of the following areas: construction, transportation, environmental, traffic and water engineering.

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

ESSENTIAL FUNCTIONS

Surveying and drafting:

- Operate survey instruments to obtain angles, elevations, distances, points, and other survey information.
- Take survey notes by hand regarding a benchmark circuit, measurements for water or sewer, or preliminary measurements for a project.
- Make engineering-related mathematical computations involving algebra and geometry.
- Make precise measurements of completed construction work using an engineer's tape.
- Perform manual and automated drafting work and prepare field sketches.
- Assist in preparing designs and construction plans using MicroStation, including charts, maps, graphs and drawings.
- Assist in transferring electronically collected data to CADD software to produce preliminary plans for design and sewer and water survey reports.

Administrative and Customer Service:

- Collect, analyze and record data for various purposes.
- Compile certificate work used for payments to contractors, utilizing computer software such as Excel.
- Set transit lines, gathering data for cross section levels and establishing grades.
- Run surveys relative to various types of projects such as major arterials, properties, street and alley openings, streets, water mains, street repairs, and obstructions.
- Communicate with the public by telephone and in person.

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

- Ability to meet the physical demands of the job including standing, walking, twisting, bending, climbing stairs and lifting and pushing items weighing up to 50 lbs.
- Ability to perform outdoor work in various weather conditions.

MINIMUM REQUIREMENTS

Engineering Technician I and II:

1. Successful completion of high school algebra AND high school geometry.
2. Six months of full-time experience performing surveying.
3. Six months of full-time experience using MicroStation and/or AutoCAD.
4. Valid driver's license at time of appointment and throughout employment.

IMPORTANT NOTE: To receive credit for high school or college coursework, transcripts are required and must be received by the application period closing date. 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.

Engineering Technician II:

5. Two years of full-time experience performing field surveying.

Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- An Associate's Degree in Civil Engineering Technology.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical:

- Knowledge and experience with computer programs such as CADD systems (MicroStation or AutoCAD) and Microsoft Excel.
- Ability to calculate and understand mathematics, applying algebraic and geometric concepts.
- Knowledge of surveying techniques and instruments.
- Ability to observe and document descriptions of work.
- Ability to work independently and as part of a team.

Communication and Interpersonal Skills:

- Ability to read and interpret technical job-related documents.
- Written and 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.
- Interpersonal skills to be able to develop and maintain effective working relationships with managers and colleagues.
- Honesty and the ability to use City resources responsibly.

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.

THIS IS A CONTINUOUS RECRUITMENT. Applications will be accepted and interviews held as often as required to meet the needs of the City. Qualified applicants will be notified of the time and location 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. 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 participate in the civil service selection process 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

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