

ENGINEERING TECHNICIAN I & II

Recruitment #1809-1885DC-003

List Type	Original-Continuing
Requesting Department	DPW-INFRASTRUCTURE-ST/BRIDGES
Open Date	9/24/2018 3:30:00 PM
Filing Deadline	Continuous
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.

PURPOSE

Engineering Technicians perform technical duties 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

- 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.
- 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.
- Assist in transferring electronically collected data to CADD software to produce preliminary plans for design and sewer and water survey reports.
- Communicate with the public by telephone and in person.

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.

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 and willingness 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 experience performing surveying.
3. Six months of 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.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge and experience with computer programs such as CADD systems (Microstation or AutoCADD) and Microsoft Excel.
- Knowledge of surveying techniques and instruments.
- Ability to observe and document descriptions of work.
- Ability to work independently and as part of a team.
- Ability to calculate and understand mathematics, applying algebraic and geometric concepts.
- Ability to communicate with individuals at all levels inside and outside the organization.
- Interpersonal skills to work effectively with culturally diverse individuals at all levels inside and outside the organization.

CURRENT SALARY

Engineering Technician I: The starting salary (Pay Range 3BN) for City of Milwaukee residents is \$33,102 and for non-residents is \$32,290 annually.

Engineering Technician II: The starting salary (Pay Range 3FN) for City of Milwaukee residents is \$38,508 and for non-residents is \$37,563 annually.

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.

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

ADDITIONAL INFORMATION

APPLICATION INSTRUCTIONS

- 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.