

ENGINEERING DRAFTING TECHNICIAN

Milwaukee Water Works

Recruitment #1511-1818DC-002

List Type Original

Requesting Department DPW-WATER-ENGINEERING

Open Date 11/17/2015

Filing Deadline 12/7/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

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.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Engineering Drafting Technician I performs computer-aided drafting related to roadway paving, sewer construction, street lighting, traffic signal, underground conduit systems, water systems and other mapping/drawing-related functions as required.

ESSENTIAL FUNCTIONS

- Uses MicroStation to produce technical drawings such as quarter sections, vacation drawings, paving drawings, water and sewer drawings, traffic signal drawings, street lighting circuit maps, underground conduit drawings, and easement drawings.
- Computes mathematical calculations, such as computing distances, areas, angles, and dimensions.
- Maintains city records for sewers, street lighting, traffic signals and underground conduit.
- Supports Digger's Hotline by responding to customer inquiries.

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. One year of drafting experience using AutoCAD or MicroStation.

OR

2. Two semesters of drafting classes.

- *IMPORTANT NOTE: To receive credit for AutoCAD or MicroStation experience, transcripts are required and must be received by the application period closing date.*

Engineering Drafting Technician (DPW-Water, Engineering)

High School or 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 high school, university or college name, your name, the degree completed (if applicable) and the date the degree was completed.

- *Equivalent combinations of education and experience may also be considered.*
3. Valid Wisconsin driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

- Coursework in Civil Engineering Technology.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of drafting techniques.
- Knowledge of algebra, geometry and trigonometry to compute various calculations such as angles, curves, triangles, circles, radii, percentages, fractions, square footage, distances, areas, and dimensions.
- Skill in using AutoCAD and/or MicroStation to produce technical drawings.
- Written communication skills.
- Oral communication skills.
- Interpersonal skills to develop and maintain working relationships with a diverse group of co-workers.
- Ability to handle multiple projects with varying and often tight deadlines.
- Ability to use office equipment such as a computer, printer, copier, scanner, fax and phone.

CURRENT SALARY

The current starting salary is \$33,102 annually for City of Milwaukee residents. The non-resident starting salary is \$32,290 annually.

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 **December 7, 2015**. 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.

- *NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a*

Engineering Drafting Technician (DPW-Water, Engineering)

recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

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

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Additional benefits based on position

To view the specifics about all the benefits offered by the City of Milwaukee please visit:

<http://city.milwaukee.gov/DER/Benefits2016>