

ENGINEERING INTERN

Recruitment #1701-1897FB-001

List Type	Original
Requesting Department	DPW - SEWER - ENVIRONMENTAL
Open Date	3/7/2017 11:59:00 PM
Filing Deadline	3/29/2017 11:59:00 PM
HR Analyst	Lindsey O'Connor

INTRODUCTION

The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE

The Engineering Intern will assist civil engineers and engineering technicians with various engineering tasks in Environmental and Milwaukee Water Works Engineering Sections. Interns work approximately 20 hours per week and cannot exceed 1,040 hours per year.

ESSENTIAL FUNCTIONS

Environmental Engineering:

Assist engineers with plan reviews, field inspections, storm water management charge calculations, outfall testing, smoke and dye testing and sanitary flow monitoring.

Water Works Engineering:

Assist engineers and engineering technicians with construction inspection, material inspection and hydrant flow testing, review of daily progress reports and document bid quantities, prepare of construction plans and technical specification, review of proposed paving and sewer plans and research and analysis of the distribution system.

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

Current enrollment as a sophomore or higher in an accredited college or university in civil engineering.

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

Experience using ArcGIS, Microstation and/or Microsoft Access.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of engineering analysis and design methods.
- Oral and written communication skills to produce correspondence and reports.
- Interpersonal skills to build and maintain good working relationships with diverse groups in other City departments.
- Analytical, problem-solving, and data interpretation skills.
- Ability to follow through on assignments and long-term projects.
- Ability to exercise sound judgment and strong sense of integrity.
- Ability to work independently and as a member of a team.
- Ability to read and interpret work-related documents.
- Ability to organize assignments and manage time to complete tasks based on departmental deadlines.
- Strong attention to detail and demonstrated proofreading skills.
- Professional, dependable, flexible, and adaptable.
- Detail and quality-oriented.
- Proficient with word processing and spreadsheet software as well as the Internet.

CURRENT SALARY

SALARY (9PN): The current starting hourly rate is \$14.28 for City of Milwaukee residents. The non-resident starting hourly rate is \$13.93. Appointment may be up to \$15.81 for students with junior status and up to \$17.96 for students with senior status.

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 **March 29, 2017**. 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.