

# ENGINEERING TECHNICIAN IV

## Recruitment #1702-1887-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-ST/BRIDGES
<b>Open Date</b>	3/20/2017 12:00:00 PM
<b>Filing Deadline</b>	4/7/2017 11:59:00 PM
<b>HR Analyst</b>	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 Technician IV works under the direction of an Engineering Technician V. The Engineering Technician IV is in charge of the survey crew, which performs surveys for various capital improvement projects and related studies.

## ESSENTIAL FUNCTIONS

- Set transit lines, gather data for cross section levels, establish grades and run surveys relative to grade separation, structures, major arterials, properties, street and alley openings, sewers, water mains, tunnel dredging, street repairs, obstructions, land descriptions, plats of survey, subdivisions, drainage complaints and other projects assigned to the section.
- Utilizing computer software, measure completed contract work and compile certificate work used for payment to contractors.
- Assist in preparation of designs and construction plans for street and alley paving contracts.
- Assist in transfer of electronically collected data to CADD software to produce preliminary plans for design and sewer and water survey reports.
- Prepare estimates of quantities and costs for proposed paving projects.

*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. Five years of engineering experience in surveying and/or field engineering.

### **OR**

Associates Degree in Civil Engineering Technology or related field which includes four surveying classes (transcript is required) and three years of experience in surveying or field engineering. Applicants who are currently enrolled in a Civil Engineering Technology or related program are encouraged to apply. Credits successfully received will be counted as part of the equivalency.

*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. Equivalent combinations of education and experience may be considered.*

2. Valid Driver's License at time of appointment and throughout employment.

## **DESIRABLE QUALIFICATIONS**

- Experience with Civil 3D.

## **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of surveying standards and procedures.
- Knowledge of street and alley design criteria.
- Knowledge of estimate and assessment policy.
- Written communication skills to prepare business correspondence relating to design reviews.
- Data entry skills to maintain and edit databases of project related quantities.
- Planning, organizational, and time management skills to effectively complete work by deadlines.
- Ability to use computers and computer software, including Microsoft Excel and Word and AutoCADD/Microstation.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams.
- Ability to read and interpret technical documents.
- Interpersonal and customer service skills to work effectively with internal and external customers.
- Ability to direct and train other technicians.
- Ability to concentrate on assignments and disregard distractions.
- Ability to learn new technologies and stay current in this area of work.

## **CURRENT SALARY**

## ***Engineering Technician IV (DPW-Infrastructure-St/Bridges)***

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SALARY (3NN): The current starting salary is \$45,185 for City of Milwaukee residents. The non-resident starting salary is \$44,076 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 **April 7, 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.