

# ENGINEERING TECHNICIAN IV

Recruitment #1607-1887-001

**List Type** Original

**Requesting Department** DPW-INFRASTRUCTURE-TRANSPORT

**Open Date** 10/6/2016 3:15:00 PM

**Filing Deadline** 11/11/2016 11:59:00 PM

**HR Analyst** Jeff Harvey

## 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.

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

*Note: There are two vacancies with the Transportation Operations Section and the Traffic and Street Lighting Section.*

**PURPOSE:** Under the direction of the Engineering Technician V, the Engineering Technician IV performs layout and design of the City of Milwaukee's Electrical Communication and Underground Conduit and Manhole Systems, and maintains records and databases related to system condition and usage.

## ESSENTIAL FUNCTIONS

### *Transportation Operations*

- Planning and design of underground conduit and manhole facilities, including material selection, location, routing, preliminary field investigation and final site layout.
- Preparation of underground conduit and manhole facility plans, specifications, cost estimates, and other bid documents for system installation.
- Evaluate manhole condition and assist in the development of an annual manhole repair and replacement program.
- Maintain a database of communication and electrical manholes and their condition.

## ***Engineering Technician IV (DPW-Infrastructure-Transport)***

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- Maintain a database/inventory of conduit usage by various City agencies and other public and private utilities.
- Coordinate conduit/manhole installation activity with City and other public and private agencies and utilities.
- Compile and provide information to contractors, architects, public utilities, and City, County and State governmental agencies on current conduit and manhole facilities, and on City policies and practices related to the conduit system.
- Review and process permit requests, requests by private utilities to access and occupy City conduits and manholes, and assist in the development of occupancy and lease agreements for the use of City conduit and manholes.

### ***Traffic and Street Lighting***

- Design, coordinate and maintain records of the installation of pavement markings in conjunction with the Department's annual crosswalk and pavement marking installation and maintenance program.
- Design and prepare plans and special provisions for permanent and temporary pavement markings and other work zone traffic controls for construction within the street right of way.
- Prepare for review of utility construction, driveway, dumpster and other permits to establish appropriate temporary and work zone traffic control requirements that maintain safe and effective traffic circulation during occupancy of the public way.
- Assist and coordinate installation of temporary parking restrictions in conjunction with construction activity or other work in the public way.
- Perform field layout of pavement markings to be installed.
- Inspect temporary and work zone traffic control installed in the field, and arrange for any corrective measures necessary. Review requests for installation of crosswalks or other pavement markings.

*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. An Associate's Degree in Civil Engineering or Engineering field and three years of related engineering or construction experience performing duties similar to the essential functions listed above.

**OR** Five years of related engineering or construction experience performing duties similar to the essential functions listed above.

*NOTE: Equivalent combinations of education and experience may also be considered.*

**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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

2. Valid driver's license at time of appointment and throughout employment.

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

- Knowledge of principles and practices of highway and utility construction.
- Knowledge of underground conduit and manhole facilities installation and repair practices and procedures.
- Knowledge of Manual on Uniform Traffic Control Devices as it relates to signing, pavement, marking, work zone traffic control, and bicycle facilities.
- Knowledge of pavement marking systems and materials, and their design and installation.
- Written communication skills to write clear and concise technical reports as well as compose general business correspondence.
- Oral communication skills to effectively communicate with culturally diverse individuals regarding technical matters and to resolve complaints.
- Interpersonal skills to work effectively with team members, managers, elected officials, contractors and the public.
- Problem solving and critical thinking skills to analyze information in order to evaluate options and find the best solution.
- Time management skills to work effectively on multiple projects with varying deadlines.
- Ability to effectively handle requests from elected officials, other employees and the public.
- Ability to use Microstation CADD to create accurate and detailed design drawings.
- Ability to use computer software programs such as word processing, spreadsheet and database.
- Ability to prepare cost estimates following City and WISDOT formats.
- Ability to prepare plans and specifications of underground conduit and manhole facilities.
- Ability to interpret technical drawings and documents.
- Ability to develop contracts and other written agreements such as leases.

## **CURRENT SALARY**

**SALARY** The starting annual salary (PG 3NN) for City of Milwaukee residents is \$45,185 and for non-residents is \$44,077.

## **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.

*NOTE: For current information regarding the status of the City of Milwaukee's residency requirement, please visit the Department of Employee Relations' Website: <http://city.milwaukee.gov/DER>. Please call 414.286.3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*

**INITIAL FILING DATE** – The examination will be held as soon as practical after **October 28, 2016**. 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.