

# ENGINEERING TECHNICIAN V

Recruitment #1507-1888-002

**List Type** Original

**Requesting Department** DPW-INFRASTRUCTURE-ELECTRICAL

**Open Date** 7/31/2015

**Filing Deadline** 8/21/2015 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## **PURPOSE**

The Engineering Technician V will design facilities including preparation of plans and specifications for the City of Milwaukee's Electrical and Communication Underground Conduit and Manhole Systems, preparation of conduit lease contracts and agreements, maintain records and databases related to system condition and usage, and prepare budget and cost estimates.

## **ESSENTIAL FUNCTIONS**

- Planning and layout 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 or system installation.
- Coordinate conduit/manhole installation activity with City and other public and private agencies or utilities.
- 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.
- Prepare lease agreements and maintain a database of communication and electrical manholes and their condition. Prepare monthly and quarterly lease agreement billing.
- Review and process permit requests by private utilities to access and occupy City conduits and manholes.
- Development of occupancy and lease agreements for the use of City conduit and manholes.
- Maintain a database of conduit usage by various City agencies and other public and private utilities.
- Prepare and execute contracts for conduit usage.
- 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.

*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. Associates Degree in Civil Engineering or Engineering field and **four** years of engineering experience in utility system applications performing similar duties to the essential functions listed above.

**OR**

**Six** years of engineering experience in utility system applications performing similar duties to the essential functions listed above.

- *Equivalent combinations of education and experience may 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.*

## **Engineering Technician V (DPW-Infrastructure – Electrical)**

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

### **KNOWLEDGES, SKILLS, ABILITIES AND 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.
- 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 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 coordinate work of self and others to accomplish work within deadlines.
- Ability to interpret technical drawings and documents.
- Ability to prepare billing invoices for services.
- Ability to develop contracts and other written agreements such as leases.

### **CURRENT SALARY**

SALARY (3RN): The current starting salary is \$53,597 for City of Milwaukee residents. The non-resident starting salary is \$52,282 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 **August 21, 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.