

MANAGEMENT CIVIL ENGINEER SENIOR

Recruitment #1502-5320-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-CONSTRUCT

Open Date 2/27/2015

Filing Deadline 3/20/2015 11:59:00 PM

HR Analyst Lindsey O'Connor

INTRODUCTION

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

PURPOSE

Function as one of four supervisors responsible for one-fourth of the City's construction work. Train, supervise and discipline technicians and inspectors, keep records for contracts, and prepare engineering reports.

ESSENTIAL FUNCTIONS

- Supervise and manage the inspection and coordination of all street, alley and bridge construction and water main, sewer and building service installations, for work let to private contracts for the City of Milwaukee.
- Plan, schedule and coordinate field operations, as well as review design of all paving work for an area covering approximately one-fourth of the total construction program.
- Prepare specifications, special contract provisions and plans.
- Supervise and train inspection personnel regarding duties and responsibilities in the inspection of construction work, and technicians regarding design and surveying.
- Supervise on-the-job training of new field employees and conduct training meetings relating to construction techniques and safety procedures.
- Approve or disapprove the measurements, quantities and final payment certificates for all work.
- Contact businesses, property owners, public officials and other departments and utilities regarding access problems, complaints, scheduling and claims relating to contract construction work.
- Supervise the record keeping required to track construction progress and accuracy of inspectors' daily reports.
- Complete analytical studies and prepare engineering reports.
- Manage the assignment of duties and methods of work as well as check for completeness of work of any Civil Engineer I and II, or Public Works Inspectors I and II in your charge.
- Assist in the preparation of Section operating budget and manage, monitor and approve purchases and expenditures.

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. Bachelor's Degree in Civil Engineering from a program accredited by the Accreditation Board for Engineering and Technology (ABET).

Management Civil Engineer-Sr (DPW-Infra, Constr.)

2. Registration as a Professional Engineer in Wisconsin at time of appointment and throughout employment.
3. Current status as a regularly appointed City of Milwaukee employee having passed probation for current position held.
4. Six years of professional municipal engineering experience which includes at least two years of supervisory/leadworker experience and one of those two years must be as a Civil Engineer III or higher.
 - *Equivalent combinations of education and experience may be considered.*
5. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of construction specifications, materials, methods, procedures, bidding and contracts.
- Knowledge of management practices and principles to effectively manage direct reports.
- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals including the public, contractors, elected officials, co-workers and management.
- Oral communication skills to effectively present information and respond to questions from the public, contractors and elected officials.
- Written communication skills to prepare business correspondence and technical reports.
- Ability to plan, coordinate, and accomplish work for self.
- Ability to plan, coordinate work of others.
- Ability to work well under pressure and within deadlines.
- Ability to accomplish goals in a highly political environment.
- Ability to review, analyze and prepare technical reports and studies.
- Ability to proficiently use computer programs such as Microsoft Office Suite, Outlook, Microstation/AutoCAD and the internet.
- Effective listening and negotiating skills to work efficiently and effectively with contractors and elected officials.

CURRENT SALARY

The current starting salary (PG 1IX) for City of Milwaukee residents is \$75,478 annually, and the non-resident starting salary is \$73,627. Appointment above the minimum is possible.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works Infrastructure – Manhole Repair and Replacement Project Division reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- *NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*