

PUBLIC WORKS INSPECTOR I

Recruitment #2101-2576DC-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ST/BRIDGES
Open Date	3/19/2021 4:15:00 PM
Filing Deadline	4/9/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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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 is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Public Works Inspector evaluates the installation of sewer and water mains, asphalt and concrete pavement, building sewer laterals, water services, water plant work, tunnel and monolithic concrete sewer construction, bridges and other miscellaneous construction.

ESSENTIAL FUNCTIONS

Construction Site Inspection:

- Inspect the construction of sewer, water, paving, and asphalt resurfacing projects to ensure compliance with plans and specifications.
- Determine that all materials and quality of work meet established standards.
- Ensure that line and grade points comply with markings on the engineers' stakes.
- Prepare accurate daily records, including making sketches of work in progress or completed work and technical project changes.
- Interpret plans to ensure that installations are in compliance with legal requirements, safety regulations and construction standards.

- Serve as the first point of contact for questions from contractors, City staff, and the public regarding the status of projects; receive complaints and recommend solutions or escalate to a manager for resolution.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Must be able to work outdoors in inclement weather for extended periods of time.
- Must be able to work in confined spaces and in trenches.
- Must be able to remain standing for long periods of time.
- Must be able to exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and 10 pounds of force regularly to move objects.

MINIMUM REQUIREMENTS

1. Two years of experience in an engineering or technical field position, such as construction lead worker, construction inspection, or as a surveyor performing duties related to the essential functions above.

OR

Twelve months of full-time experience as a City of Milwaukee Infrastructure Repair Crew Leader, Engineering Technician II or a higher-level position performing duties related to the essential functions above.

OR

Associate degree in engineering or a related technical program from an accredited college or university.

2. Valid Wisconsin driver's license and the use of a properly insured personal automobile (mileage reimbursement provided) at time of appointment and throughout employment.

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. 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

- Coursework in Civil Engineering Technology.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Construction Site Inspection:

- Knowledge of construction methods and techniques.
- Ability to use proper tools to measure, estimate, and verify construction project specifications.
- Ability to read and interpret construction plans.
- Ability to act as the primary on-site coordinator for construction projects.

- Ability to write legibly and sketch basic drawings.
- Time management and organizational skills to track workload and ensure that reports are filed on time.

Customer Service and Communication:

- Oral communication skills to respond to inquiries and complaints from the public and to clearly communicate technical information to staff and contractors.
- Written communication skills to compile daily status reports and technical project changes.
- Interpersonal skills to work cooperatively with staff, contractors and the public in a diplomatic and professional manner.
- Ability to provide excellent customer service to citizens from all economic, educational, and cultural backgrounds.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.

CURRENT SALARY

The current starting salary (PG 3HN) is \$43,733 annually and the resident incentive starting salary for City of Milwaukee residents is \$45,045.

BENEFITS

- The City of Milwaukee provides a comprehensive benefit program that includes the following:
 - Defined Benefit Pension Plan
 - 457 Deferred Compensation Plan
 - Health and Dental Insurance
 - Comprehensive Wellness Program
 - Onsite Clinic Services
 - Onsite Employee Assistance Program
 - Alternative Work Schedules
 - Long Term Disability Insurance
 - Group Life Insurance
 - Tuition Benefits
 - Paid Vacation
 - 11 Paid Holidays
 - Paid Sick Leave and other paid leaves
 - Flexible Spending Arrangement
 - Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

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 reserves 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.

INITIAL FILING DATE - The examination will be held as soon as practical after the deadline listed above. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information may be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO = 301

"The City of Milwaukee values and encourages diversity and is an equal opportunity employer."