

ARCHITECT DESIGNER II

Department of Public Works - Bridges and Buildings

Recruitment #1603-1807-001

List Type Transfer/Promotional

Requesting Department DPW-INFRASTRUCTURE-FACILITIES

Open Date 4/2/2016

Filing Deadline 4/22/2016 11:59:00 PM

HR Analyst Lindsey O'Connor

Introduction

THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

Purpose

The Architect Designer II assists with design, contract documents and construction administration for building construction/restoration and alternation/remodeling of city owned properties. In addition, this position ensures compliance with contracts by monitoring consultants' designs and contract documents and administrate and monitor projects during the construction phase.

Essential Functions

- Prepare architectural designs and construction documents for building construction, remodeling and alteration work.
- Coordinate with other design disciplines, including consultants and other City staff, on projects.
- Coordinate and review consultants' preparation of architectural designs and construction documents for building construction, remodeling and alteration work including other design disciplines, including consultants and City staff, on projects.
- Provide construction administration services for building construction and alteration projects.
- Coordinate and monitor consultants' construction and administration services for building construction and alteration projects.
- Prepare and review consultants' project cost estimates and time schedules and monitor project costs, schedules and quality control.

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. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Bachelor's Degree in Architecture and two years of professional, full-time architectural project experience.

3. Valid driver's license at time of application.

Desirable Qualifications

- Licensed Architect

Knowledges, Skills, Abilities & Other Characteristics

- Knowledge of architectural design principles and techniques.
- Knowledge of building construction and design methods and materials used in construction.
- Knowledge of public safety and federal, state and local laws and ordinances governing building construction, such as the Americans with Disabilities Act as amended.
- Knowledge of project management principles and practices.
- Knowledge of management and business principles.
- Knowledge of the design administration process.
- Customer service skills to effectively handle inquiries from consultants, co-workers, City leaders and the public.
- Computer skills to effectively use e-mail, word processing, spreadsheet and CADD software programs.
- Oral communication skills to effectively convey technical information to various groups of people.
- Written communication skills to effectively develop technical business correspondence and reports.
- Project management skills to effectively plan and organize work, manage multiple priorities and accomplish goals in a timely manner.
- Analytical and problem solving skills to recognize issues in the field and evaluate solutions made by contractors.
- Decision making and judgment skills to ensure appropriate decisions are made regarding projects as well as interactions with project consultants and City leaders.
- Ability to prepare precision technical plans, drawings and models using CADD software.
- Ability to read and interpret work-related documents.
- Ability to approach design challenges in a creative manner.
- Ability to lead a project to effectively delegate responsibilities.
- Ability to build and maintain effective working relationships with staff, consultants and City leaders.
- Ability to work in a fast-paced environment and remain poised under pressure.
- Ability to perform field inspections, including climbing ladders or scaffolding for above and below grade conditions.
- Ability to calculate slopes for ramps, cost estimates, and estimate a projects future cost.
- Honesty and integrity to ensure appropriate handling of city resources.

Current Salary

SALARY (2GN) for City of Milwaukee residents is \$58,373 annually, and the non-resident starting salary is \$56,941. Appointment above the minimum is possible in accordance with the salary ordinance.

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 - Bridges and Buildings 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.

INITIAL FILING DATE - The examination will be held as soon as practical after **April 22, 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.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.