



PLEASE POST

Department of Employee Relations
City Hall, Room 706

TRANSFER / PROMOTIONAL OPPORTUNITY

ASSESSMENT TECHNICIAN II / ENGINEERING TECHNICIAN V (DPW Infrastructure Division - Transportation)

PURPOSE: Prepares estimates and billing for the assessible quantities of paving projects. Maintain assessments records.

ESSENTIAL FUNCTIONS:

- Prepare estimates of special assessments of paving projects.
- Answer questions regarding setback and existing pavements.
- Answer questions relating to special assessments.
- Public relations-substantial public contact required to explain assessment policy, method of billing, and application of State statutes and city ordinances.
- Provide written statements on special assessments to Title companies, real estate professionals, and property owners.
- Assist Aldermen and other public officials with inquiries, complaints and other sensitive issues.
- Miscellaneous research and special studies.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed employee of the City of Milwaukee having passed the probationary period at the level of an Engineering Technician IV, Civil Engineer I, or Engineering Drafting Technician IV or higher.
2. Five years of experience in field engineering, at least two years of which must have been at the level of an Engineering Technician IV, Civil Engineer I, or Engineering Drafting Technician IV, performing duties related to the Essential Functions listed above.

NOTE: College-level engineering curriculum courses, for which an average grade equivalent to "C" was earned, may be substituted for up to three years of the required experience. Substitution will be made on the basis of five credits equals three months of experience, and no substitution will be made for less than five credits. **If seeking a substitution you must attach college transcripts to your application or send them to Mary Dziejwiontkoski at the address below by the application deadline. Student copies are acceptable.**

4. Valid driver's license at time of appointment and throughout employment.
5. Proficient computer skills with emphasis on Microsoft Word, Microsoft Excel, and databases.

DESIRABLE REQUIREMENTS:

1. Two year degree in Civil Engineering Technology.
2. Knowledge and experience with Oracle Database.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to use computers and computer software including Microsoft Excel and Word and CAD.
- Written communication skills.
- Basic Data entry skills.
- Planning, organizational, and time management skills.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams.
- Ability to read and interpret technical documents.
- Interpersonal and customer service skills.
- Ability to direct and train other technicians.
- Ability to concentrate on assignments and complete them by the deadline.
- Ability to learn new technologies and stay current in this area of work.

SALARY (PR 3RN): The current starting salary is \$53,067 annually for City of Milwaukee residents. The non-resident starting salary is \$52,283 annually.

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 Division reserve the right to call only the most qualified candidates to oral, performance tests and 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: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.**

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202-3554, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.
- **Applications should be returned to: Mary Dziejwiontkoski, Project Program Manager, Transportation Section, 841 N. Broadway, Room 908, Milwaukee, WI 53202 by November 27, 2013.**
Receipt of applications may be discontinued any time after that date.