



TRANSFER/PROMOTIONAL OPPORTUNITY

CENTRAL DRAFTING AND RECORDS MANAGER

(Management Civil Engineer-Senior)

Department of Public Works-Transportation and Administration

PURPOSE:

Under the direction of the Infrastructure Administration Manager, the Central Drafting and Records Manager (*Management Civil Engineer-Senior*) is responsible for all activities directly related to the drafting and record keeping of state and local paving, bridges, sewers, street lighting, signals, underground conduit, and city maps. The Central Drafting and Records Manager also reviews and approves certified survey maps, subdivision plats, easements, street and alley vacations, right of way openings, office components of the locating operation from Diggers Hotline, and map sales.

ESSENTIAL FUNCTIONS:

- Manage and review all real estate matters pertaining to right of way openings, street and alley vacations, and property legal descriptions.
- Check new certified survey maps and subdivision plats for compliance with Wisconsin State Statutes and Milwaukee Code of Ordinances.
- Direct plan preparation for State paving, local city paving, sewers, structures, street lighting, signals, underground conduit, and traffic control and pavement markings.
- Manage record maintenance which includes updating engineering ¼ sections, official maps, single line city maps, police and fire maps, election maps, special event and miscellaneous maps.
- Administer the processing of Diggers Hotline tickets for city locators.
- Manage miscellaneous investigations that include house numbers, easements, and official and honorary street name requests.
- Direct the process related to DT 1077 requests as part of the State Chapter Trans 220 process, oversized load permits, and traffic counts.
- Provide technical support related to preparing legal descriptions and drawings for the Infrastructure Services Division, Department of City Development, Assessor's Office, Port of Milwaukee, and Police and Fire Departments.
- Respond to requests and questions from elected officials, representatives of other City departments, governmental officials, vendors, and citizens.
- Manage and administer personnel matters, including hiring and promotion, coaching, and discipline.

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 for the current position held.
2. Bachelor's degree in civil engineering from an ABET-accredited college or university.
3. Five years of professional engineering experience (i.e., post-bachelor's degree), with at least two years of transportation-related planning as a Civil Engineer III or higher. *NOTE: A master's degree may be substituted for one year of professional engineering experience.*
4. Registration as a Professional Engineer (PE) in the State of Wisconsin.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

Central Drafting & Records Manager (Management Civil Engineer-Senior)

- Knowledge of real estate pertaining to rights of way, streets and alleys, and legal definitions of properties.
- Knowledge of Wisconsin State Statutes and Milwaukee Code of Ordinances to maintain compliance of survey maps and subdivision plats.
- Knowledge of records maintenance and engineering to ensure that a variety of city maps are updated and maintained properly.
- Knowledge of principles and practices of business, management, and government.
- Knowledge of mathematics and its practical applications.
- Ability to read and interpret work-related material.
- Familiarity with both standard computer programs and engineering-specific applications such as AutoCAD and MicroStation.
- Ability to provide the technical support needed to prepare legal descriptions and drawings.
- Oral and written communication skills.
- Interpersonal skills; ability to build and maintain effective working relationships with diverse staff, managers, elected officials, representatives of other agencies, vendors, and the public.
- Ability to effectively supervise staff members, including assigning and reviewing work; setting goals, policies, expectations, and deadlines; monitoring employee performance; coaching, training, and team-building; and addressing employee problems to ensure correct and timely work products.
- Ability to direct and administer processes in order to optimize the work performed by Central Drafting and Records.
- Ability to interview and rate job candidates.
- Ability to manage investigations.
- Analytical, problem-solving, and critical thinking skills.
- Ability to work independently, use good judgment, and make sound decisions.
- Ability to effectively plan and organize work, manage multiple priorities, and accomplish goals in a timely manner.
- Ability to work in fast-paced environment and remain poised under pressure.

SALARY (PAY RANGE 1IX): The current starting salary is \$74,731 annually for City of Milwaukee residents. The non-resident starting salary is \$73,627 annually. Recruitment above the minimum is possible.

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, interviews, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral examinations, 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:** *The City's residency requirement 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 414.286.3751*

APPLICATION PROCEDURE:

- Applications can be obtained from the Department of Employee Relations, City of Milwaukee, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 414.286.3751, or by visiting www.milwaukee.gov/jobs.
- Applications should be returned to: **Department of Employee Relations, City of Milwaukee, Box CDRM, 200 E Wells St, Room 706, Milwaukee, WI 53202**, by **March 26, 2014**. *Receipt of applications may be discontinued any time after that date.*