

## Chief Design Engineer (CIVIL ENGINEER V)

Recruitment #1903-5398-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-WATER-ENGINEERING
<b>Open Date</b>	3/27/2019 3:15:00 PM
<b>Filing Deadline</b>	4/10/2019 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

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### INTRODUCTION

**THIS POSITION IS FOR CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY.**

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.

### PURPOSE

The Chief Design Engineer manages and directs the activities of the Engineering Section of the Milwaukee Water Works (MWW), which includes the Plants Design, Mains Design, and Construction Services work units and encompasses civil, mechanical, electrical and environmental engineering disciplines. This position oversees and manages the MWW capital program and associated projects, contracts, construction, schedules and costs.

### ESSENTIAL FUNCTIONS

- Manage and direct all aspects of the Capital Improvements Program for rehabilitation and replacement of treatment plants, pumping stations, storage facilities, water mains and other facilities, as well as emergency projects that necessitate expeditious repairs to maintain operation of utility functions.
- Manage and oversee the following units:

- Plants Engineering: Provide support to Plants and Water Quality Sections for the maintenance and repair of facilities. Collaborate with other sections of the utility to utilize condition and need assessments to define and prioritize projects for inclusion in the Capital Improvements Program. Prepare construction plans and specifications for Capital projects. Provide project management and contract administration services for Capital projects.
- Mains Design: Prepare construction plans, specifications, and contract documents for water main construction and lead service line replacement projects. Maintain distribution system maps.
- Construction Services: Provide inspection services for materials and installation of water mains. Provide project management and contract administration services for water main projects.
- Ensure that all projects comply with Department of Natural Resources (DNR) and Public Service Commission of Wisconsin (PSC) requirements.
- Manage requests for quotes, requests for qualifications, requests for proposals, scopes of work etc.
- Manage and direct the preparation of research studies and reports related to MWW facilities.
- Approve all contract payments.
- Manage section staff, including interviewing and hiring recommendations. Recommend appropriate personnel actions for staff.
- Prepare Engineering Operations & Maintenance (O&M) budget.
- Coordinate research of new products and repair procedures to ensure that the MWW maintains a state of the art approach to projects, techniques and materials.

*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.*

## CONDITIONS OF EMPLOYMENT

- Must respond to after-hours emergencies in all types of weather.

## MINIMUM REQUIREMENTS

1. Current status as a regularly appointed City of Milwaukee employee having passed probation for current position held.
2. Bachelor's Degree in Civil Engineering from a program accredited by the Accreditation Board for Engineering and Technology (ABET).

3. Registration as a Professional Engineer in Wisconsin at time of appointment and throughout employment.
4. Five years of professional engineering experience in the design and/or construction of water purification and/or distribution facilities or closely related field, including experience in project management.
5. Valid driver's license at time of appointment and throughout employment\*. (\*Automobile allowance is provided.)

**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**

- Master's Degree in Engineering.

#### **KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS**

- Knowledge of water hydraulics, water main materials and sizing for a multiple pressure zone distribution system.
- Knowledge of basic water treatment processes.
- Knowledge of construction activities.
- Knowledge of CAD to understand and interpret engineering drawings.
- Knowledge of management practices and principles to effectively manage direct reports.
- Knowledge of project management practices.
- Interpersonal skills to effectively develop and maintain working relationships with a variety of individuals including the public, contractors, elected officials, co-workers and management.
- Verbal communication skills to effectively provide clear, accurate and concise instructions to employees and to present information to various individuals and groups, including within the organization, the public and elected officials.
- Written communication skills to prepare business correspondence and technical reports. Effective listening and negotiating skills to work efficiently and effectively with contractors and others.
- Ability to work well under pressure and within deadlines.
- Ability to accomplish goals in a changing 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.
- Ability to handle emergency situations in a calm and professional manner.
- Ability to collaborate for the successful completion of projects in the best interest of the utility and its customers.

## CURRENT SALARY

The current salary range (PG 1JX) for City of Milwaukee residents is \$80,442 – \$112,627 annually, and the non-resident starting salary is \$78,468 – \$109,864 annually. Appointment above the minimum is possible based upon experience and is subject to approval.

## 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 Milwaukee Water Works reserve the right to call only the most qualified candidates to oral or 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 selection process will be held as soon as practical after the application 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. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

## ADDITIONAL INFORMATION

### APPLICATION PROCEDURE

- Applications and further information can be accessed by visiting [www.jobaps.com/MIL](http://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](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.