

CIVIL ENGINEER III

Recruitment #1509-1814-002

List Type Transfer/Promotional
Requesting Department DPW-WATER-ENGINEERING
Open Date 10/2/2015
Filing Deadline 10/23/2015 11:59:00 PM
HR Analyst Jeff Harvey

INTRODUCTION

**** ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED ****

PURPOSE

The Civil Engineer III designs and prepares construction plans and technical specifications for various Milwaukee Water Works (MWW) Capital Improvement Program projects, such as, water main replacement and extension, water plant and pumping station infrastructure repair or replacement, and new infrastructure. Researches and analyses the distribution system, including water pressure and flow studies. Conducts water main and water plant infrastructure construction material research and makes recommendations. Uses and develops the MWW hydraulic model. Estimates project costs, and conducts material and installation inspection of construction projects.

ESSENTIAL FUNCTIONS

- Perform engineering design work to State of Wisconsin DNR, MWW and American Water Works Association (AWWA) standards using customary engineering principles for the installation of new and replacement of water mains and modifications to existing MWW building facilities to include roofs, windows, pumps, valves, roadways, and structures.
- Prepare and review engineering project cost estimates for MWW Capital Improvement Projects, such as those mentioned above. Develop contract documents and request for proposals for the purpose of advertising and bidding these projects.
- Prepare all documents, including electronic versions, required to advertise, bid, and award these projects.
- Oversee the construction management of water main and water plant related projects.
- Inspect water main and water plant related projects.
- Prepare closeout documents of water main and water plant related projects.
- Review various water main and water plant related project submittals for accordance with current MWW Engineering Construction and Material Specifications.
- Review water main and water plant related project specifications for accuracy.
- Review planned projects from outside of the MWW for impact on MWW facilities such as state, county and local paving projects impacting water main replacement, hydrant location, or cuts to street grade, which would minimize the amount of cover on water mains and services, sewer projects for conflict with water mains, hydrants, and concrete buttresses.
- Review private utility plans that may be in conflict with MWW facilities.
- Prepare appropriate legal documents such as water easements, Common Council resolutions, state utility agreements, inter-municipal agreements, inter-governmental agreements, and official letters on behalf of the MWW associated with maintaining MWW facilities or development of new MWW facilities.
- Provide engineering assistance to MWW Distribution and Plants staff related to repair methods and procedures, maintenance methods and procedures, emergency repairs, water quality issues, long-range planning of water usage and capabilities of MWW to meet those needs.
- Review specifications, existing methods, and procedures related to maintenance of MWW facilities

Civil Engineer III (DPW-Water, Engineering)

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. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period for the current position held at time of appointment.
2. Bachelor's Degree in Civil Engineering from a school of engineering whose program is accredited by the Accreditation Board for Engineering and Technology (ABET).

-AND-

3. Two years of professional municipal engineering experience.

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 (readable) and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed.*

4. Valid Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of design techniques, tools and principles and materials and methods involved in the repair or construction of civil engineering projects.
- Knowledge of computer software programs including Microstation, Microsoft Office and Adobe Acrobat Professional.
- Knowledge of business management principles such as leadership techniques and coordination of people.
- Knowledge of project management principles.
- Skill in providing customer service to internal and external customers and elected officials.
- Skill in exercising good judgment and decision making by considering costs and benefits of potential actions.
- Ability to analyze and problem-solve complex issues.
- Ability to anticipate and recognize problems/issues before they occur, collect information, and formulate and implement appropriate action in order to complete work within deadlines.
- Ability to read and comprehend technical documents such as survey reports, maps, drawings, blueprints and aerial photography.
- Ability to oversee and lead projects and personnel involved in short-term and long-term projects.
- Ability to communicate orally, clearly and concisely to supervisors, coworkers, elected officials, vendors and the public.
- Ability to write clear and concise memos, letters, emails and reports that can be understood by a widely varied audience.
- Ability to plan, prioritize and schedule work activity to meet established deadlines.

CURRENT SALARY

SALARY (PG 2IN): The current starting salary is \$66,324 for City of Milwaukee residents. The non-resident starting salary is \$64,697 annually.

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, 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/promotional opportunities.*
- **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 during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. 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.*