



**PLEASE POST**

**City of Milwaukee  
Department of Employee Relations  
City Hall, Room 706**

***TRANSFER / PROMOTIONAL OPPORTUNITY***

**CIVIL ENGINEER V**

**Transportation Infrastructure**

**PURPOSE:** The Civil Engineer V supervises, prepares, coordinates and inspects for the Public Works construction contracts for City and/or State WisDOT sewer, water, bridge, street and alley infrastructure improvement projects.

**ESSENTIAL FUNCTIONS:**

- Supervise, manage and administer construction projects to ensure proper adherence to performance and material specifications, special provisions and workmanship.
- Supervise, manage, and direct the preparation of standards, specifications, special provisions and contract documents for construction contracts.
- Supervise and approve all field measurements, contract quantities, inspection reports and payment certification for construction contracts.
- Supervise and approve field decisions regarding construction related issues including extra work, change orders and design changes.
- Supervise and manage the training of all construction personnel including inspectors regarding duties and responsibilities, construction practices, record keeping and safety procedures.
- Supervise, manage and direct the preparation and administration of consultant service contracts including material testing and surveying services.
- Coordinate involvement and notification to public officials, property owners, utilities and other department and agencies for construction contract scope, timing, impacts and conflicts.
- Supervise, manage and direct record keeping and documents pertaining to construction contracts including road life information and mileage reports.
- Maintain liaison with contractors, utilities, agencies and trade associations relating to construction issues, innovations, equipment and new techniques.
- Responsible for all personnel matters involving policies, discipline, promotions, vacations, sick leave control, labor relations, rules and regulations, safety compliance and training.
- Assist in the preparation of the Section operating budget and manage, monitor and approve purchases and expenditures.

*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 probation for the current position held.
2. Bachelor's Degree in Civil Engineering from an ABET accredited college or university.

***NOTE: College transcripts are required and must be received within three business days after the application period closes. College transcripts may be either attached to the application; OR, sent to Box CE-V, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202; OR, e-mailed to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov). Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.***

3. Registration as a Professional Engineer in the State of Wisconsin.

4. Eight (8) years of progressive professional engineering experience with a minimum of three (3) years of responsible charge of design, construction or maintenance of infrastructure with the City of Milwaukee at the level of Civil Engineer III or above.
5. Valid State of Wisconsin driver's license at the time of appointment and throughout employment.

**KNOWLEDGE, SKILLS, ABILITY AND OTHER CHARACTERISTICS:**

- Knowledge of construction specifications, materials, methods, procedures, bidding and contracts.
- Knowledge of management principles and practices.
- Knowledge of human resources policies and procedures.
- Strong interpersonal, public relations and communication skills.
- Effective organizational and time management skills.
- Ability to review, analyze and prepare technical reports and studies.
- Ability to communicate effectively, both orally and in writing.
- Interpersonal skills; including the ability to work effectively with culturally diverse individuals at all levels inside and outside the organization.
- Ability to effectively handle complaints and requests from Elected Officials, other employees and the public.
- Effective listening and negotiating skills.
- Ability to use computer application proficiently including word processing, database and e-mail.

**SALARY (1JX):**

The current starting salary for City of Milwaukee residents is \$79,646. The non-resident starting salary is \$78,469. Appointment 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, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works – Transportation Infrastructure Section 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: 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, by calling (414)286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications and transcripts should be returned to: Lindsey O'Connor, Human Resources Analyst, Senior, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202 by **May 16, 2014**. Receipt of applications may be discontinued any time after that date.