



TRANSFER/PROMOTIONAL OPPORTUNITY

ENGINEERING DRAFTING TECHNICIAN IV
DPW-Infrastructure Services Division, Central Drafting and Records

PURPOSE: The Engineering Drafting Technician IV is responsible for the preparation and drafting of all street paving, bridges, sewers, underground conduit, street lighting, signals and/or map maintenance.

ESSENTIAL FUNCTIONS:

- Draft construction plans for state paving, local paving, bridges, sewers, underground conduit, street lighting, and signals using manual or computer aided drafting equipment and software.
- Update permanent engineering records with as-built information.
- Update and maintain engineering data bases, plat pages, and other records.
- Draft easement plans for sewers for construction projects and street vacations.
- Assist in training new employees; orient them to the department and the varying types of work projects.
- Review work product pertaining to street/alley vacations, right of way openings, optimizing routes for oversized load permits, DPW permits, Diggers Hotline tickets, address assignments, honorary street names and sewer plan review for underground conduit.
- Create custom maps to fill DPW and Aldermanic requests, assign manhole numbers and plan file numbers.
- Research and training for technical issues, troubleshooting and development of new drafting aids.
- Create timelines for work distribution for project completion.

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. Five years of drafting experience, with at least one year at the level of an Engineering Drafting Technician II performing essential functions related to this position (see above).

NOTE: College-level engineering curriculum courses, for which an average grade equivalent to "C" was earned, may be substituted for up to three (3) years of the required experience. Substitution will be made on the basis of five (5) credits equals three (3) months of experience and no substitution will be made for less than five (5) credits.

If you are seeking a substitution, 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, sent to staffinginfo@milwaukee.gov, or sent to Box EDT-IV, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.

3. Working knowledge of Microstation software is required.
4. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge in the use of computer aided drafting equipment.
- Knowledge of mathematical calculations used for drafting.
- Ability to prepare drawings for various types of construction projects.
- Skill in updating and maintaining engineering records, engineering data bases, and plat pages.
- Analytical and problem solving skills.
- Time Management Skills; Ability to work on multiple projects with varying deadlines.
- Ability to read City maps and understand legal descriptions.
- Ability to lead a team of Drafting Technicians; assign work and check work product.
- Ability to train and familiarize new Drafting Technicians with various types of drafting work.
- Ability to communicate effectively, both orally and in writing.
- Ability to work cooperatively with diverse groups.
- Ability to effectively plan and schedule work and meet deadlines.
- Ability to read and interpret technical documents.
- Ability to provide a high level of customer service.

SALARY (3NN):

The current starting salary is \$44,949 for City of Milwaukee residents. The non-resident starting salary is \$43,846 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 – Central Drafting and Records Division 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.*

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.
- 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 **August 22, 2014**. Receipt of applications may be discontinued any time after that date.

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