



TRANSFER/PROMOTIONAL OPPORTUNITY

ENGINEERING DRAFTING TECHNICIAN IV

Department of Public Works—Infrastructure - Environmental Section

BASIC FUNCTION OF POSITION: Responsible for the preparation of highly detailed sewer construction plans, maintenance of sewer maps and data, and related appurtenances.

ESSENTIAL FUNCTIONS:

- Draft plans using CADD equipment and manual tools for sewer mains and structures.
- Draw reinforced concrete details for box sewers, intercepting chambers, and junction chambers including all required sections and views.
- Prepare special sketches, plans and maps, including details of syphons, gates, retaining walls, sewer castings, railway track layouts, etc.
- Answer inquiries from the public regarding city sewers, building services, assessments, etc. and respond by phone, fax, or in person.
- Review and process utility and plumbing permits.
- Perform other essential functions as assigned.

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. A minimum of five years of experience in office and field engineering performing duties related to those stated in the "Essential Functions" section above, at least one year of which must have been at the Engineering Drafting Technician II (EDT II) level, including one year in the environmental engineering field.
2. Current status and a minimum of 6 months of experience immediately preceding the date of this examination as a regularly appointed employee of the City of Milwaukee at or above the level of EDT II. NOTE: College-level engineering courses from a school accredited by ABET for which an average grade equivalent of "C" was earned may be substituted for up to a maximum of three years of the required experience. Substitution will be made on the basis of five credits = three months of experience, and no substitution will be made for less than five credits. IF SUBSTITUTION IS TO BE MADE, TRANSCRIPTS OR GRADE REPORTS MUST ACCOMPANY THIS APPLICATION, or be sent immediately to Martin Aquino at the address below. Regardless of any substitution noted above, all candidates must have had at least one year of experience at the EDT II level.
3. Valid driver's license at time of appointment and throughout employment.

KNOWLEDGE AND SKILL REQUIRED:

- Ability to draft detailed construction plans of more than average difficulty.
- Knowledge of utility plans, engineering drawings, and sewer structures.
- Ability to use Microstation software.
- Ability to work independently.
- Ability to communicate tactfully and effectively both orally and in writing with the general public, City and County agencies, departments and employees, and the various underground utility companies which serve the City of Milwaukee.

CURRENT SALARY RANGE (604) is : \$1,588.78 to \$1,869.60 biweekly.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview or other assessment methods. The Department of Employee Relations and the hiring department 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 hiring decisions. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Submit a special Engineering Drafting Technician IV Employment Application Form to Martin A. Aquino, Engineer-in-Charge, Room 820, Frank P. Zeidler Municipal Building by **April 7, 2006**. Receipt of applications may be discontinued any time after that date. Forms are available from our website (www.milwaukee.gov/der), from the Department of Employee Relations, Room 706, City Hall, or by calling 286-3751. *Do not submit the regular City of Milwaukee application.*