



**TRANSFER/PROMOTIONAL OPPORTUNITY**

## **ENGINEERING DRAFTING TECHNICIAN IV**

### **Department of Public Works—Infrastructure Services - Traffic and Lighting Design**

**PURPOSE:** The Engineering Drafting Technician IV is responsible for conducting investigations and performing planning, design, layout and estimation of costs in conjunction with various type of permit review, utility improvements and the street lighting capital improvement program.

#### **ESSENTIAL FUNCTIONS:**

- Review permit requests for their impact on City street lighting facilities.
- Compile and provide information on current lighting facilities, work required to eliminate conflicts, and deposits necessary for street lighting work to be completed by City forces to contractors, architects, public utilities and other City, County and State governmental agencies.
- Coordinate the protection, adjustment or relocation of street lighting facilities in conjunction with City projects or to accommodate other public or private construction projects.
- Maintain records and perform all planning and design work related to the installation, operation, maintenance or removal of City alley lighting facilities.
- Receive and investigate complaints and requests for additional lighting facilities from Alderman and City residents.
- Perform planning, drafting, field investigation, feasibility studies, data gathering, final site layout, plan preparation, cost estimates, work orders, time table and material lists in conjunction with street lighting capital improvement projects.

*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 current position held.
2. Five years of engineering experience performing duties related to those stated above, with at least one year of which must have been at the Engineering Drafting Technician II level or higher.

**NOTE:** College-level engineering curriculum courses from an ABET accredited education program, for which an average grade equivalent to "C" was earned, may be substituted for up to 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 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.

***NOTE:*** *Equivalent combinations of education and experience may also be considered.*

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

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

- Knowledge of mathematics and ability to make accurate calculations.
- Analytical and problem-solving skills.
- Written communication skills.
- Interpersonal and customer service skills.
- Planning, organizational, and time management skills.
- Proficiency with Bentley Microstation CAD software, Microsoft Office software, and the Internet.
- General knowledge of Construction Practices and the City's Permit System
- Ability to produce accurate, detailed plans, drawings, maps, and diagrams.
- Ability to read and interpret technical documents.

**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 Transportation Operations – Underground Conduit Design 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.*

**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 **October 3, 2014**. Receipt of applications may be discontinued any time after that date.

#14-086TR—LO (CN) - 9/12/14 - EEO 303