



TRANSFER/PROMOTIONAL OPPORTUNITY
for
ENGINEERING DRAFTING TECHNICIAN IV
(DPW-Infrastructure Services – Transportation)

THE PURPOSE: Under the direction of an Engineering Drafting Technician V, the Engineering Drafting Technician IV could be responsible for the preparation of all types of plans including paving, underground conduit, traffic signal, street lighting, pavement markings, structures, engineering ¼ sections and right-of-way.

ESSENTIAL FUNCTIONS

- Check, draw and coordinate the preparation of all types of plans including paving, underground conduit, traffic signals, street lighting, pavement markings, structures, engineering 1/4 sections and right-of-way
- Oversee the work of other Engineering Drafting Technicians
- Perform all necessary computations as required
- Obtain office and field data as required
- Maintain detailed and accurate records and maps
- Oversee the operations of the Diggers Hotline service
- Provide information and process permits
- Prepare drawings and enter "as-built" information using Microstation software
- Perform other related essential functions as required.

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 5 years of drafting experience, at least one year of which must have been at the level of a Drafting Technician II or Engineering Drafting Technician II performing job-functions related to this position (see above).
NOTE: College level engineering curriculum courses, from a school accredited by ABET for which an average grade equivalent to "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 = 3 months of experience and no substitution will be made for less than five credits. IF SUBSTITUTION IS MADE, TRANSCRIPTS OR GRADE REPORTS MUST ACCOMPANY YOUR APPLICATION or BE SENT TO MARCIA LINDHOLM, AT THE ADDRESS BELOW, BY THE APPLICATION DEADLINE.
2. Current status and at least six months of service preceding the date of this examination as a regularly appointed employee of the City of Milwaukee.
3. Working knowledge of Microstation software is required.
4. Valid driver's license at time of appointment and throughout employment.

THE CURRENT SALARY RANGE (604) is \$1,588.78 to \$1,869.60 biweekly with excellent benefits (maximum with three Technical M-steps is \$2,127.43).

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance tests; or other assessment methods. The Department of Public Works and the Department of Employee Relations reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information used from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

All completed application materials should be returned to: Marcia Lindholm, Frank P. Zeidler Municipal Building – Room 802, 841 N. Broadway, Milwaukee, WI 53202 no later than September 12, 2008. Receipt of applications may be discontinued any time after that date.