

ENGINEERING DRAFTING TECHNICIAN IV

Recruitment #1701-1820DC-001

List Type	Transfer/Promotional
Requesting Department	DPW-WATER-ENGINEERING
Open Date	5/10/2017 11:00:00 AM
Filing Deadline	5/31/2017 11:59:00 PM
HR Analyst	Nola Nelson

INTRODUCTION

****ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED****

PURPOSE

The Engineering Drafting Technician IV is responsible for preparing and updating plans and system maps for the Milwaukee Water Works (MWW) distribution systems, water treatment plants, pumping stations, booster station, pressure reducing facilities and water storage systems.

ESSENTIAL FUNCTIONS

- Using the current computer aided drafting design software and methods, prepare plans and maps for water treatment plant facilities, water mains and appurtenances, and other MWW facilities.
- Review permits to ensure completeness and to protect MWW infrastructure from encroaching structures.
- Review, check, update, and maintain maps, file storage, and inspector reports.
- Research anomalies to find proper measurements and placement to ensure accurate and complete drafting.
- Update data as part of the mapping process.
- Order, handle and maintain water main plans for contracts and record keeping.
- Prepare as-built plans and records, water service reconnection reports, and respond to Digger's Hotline requests.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Five years of engineering technician experience as a field or a drafting technician, including at least one year of experience as an Engineering Drafting Technician II or Engineering Technician II.

- 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 fewer 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. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

Equivalent combinations of education and experience may also be considered.

3. Two years of work experience using MicroStation performing drafting and design duties related to the essential functions of this position is required and may not be substituted.
4. Valid driver’s license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to effectively utilize 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 products.
- 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.
- Analytical and problem solving skills.
- Ability to read and interpret technical documents.
- Ability to provide a high level of customer service.

CURRENT SALARY

THE CURRENT SALARY RANGE (PAY RANGE 3NN) for City of Milwaukee residents is \$44,949 - \$61,296 annually and the non-resident salary range is \$43,846 - \$59,792 annually. Appointment is normally at the beginning of the range in accordance with the City of Milwaukee Salary Ordinance.

SELECTION PROCESS

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 Milwaukee Water Works 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.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Wednesday, May 31, 2017**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

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.

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.