



TRANSFER/PROMOTIONAL OPPORTUNITY
ENGINEERING TECHNICIAN IV
DPW Infrastructure Division - Construction

PURPOSE: Under the direction of the Engineering Technician V, the Engineering Technician IV leads a survey crew in the field performing surveys for various capital improvement projects.

ESSENTIAL FUNCTIONS:

- ◆ Lead a survey crew in the field to establish survey lines for paving cross sectioning, street/alley vacations or openings, C.S.M. or other surveys, sewer/water surveys, and bridge/structure surveys.
- ◆ Perform stakeout activities and make field design revisions.
- ◆ Operate and provide training in the use of survey instruments.
- ◆ Measure certificate quantities and prepare them on a spreadsheet.
- ◆ Perform survey calculations.
- ◆ Prepare less complex paving designs for streets and alleys.
- ◆ Prepare obstruction and driveway lists.
- ◆ Perform sewer and water surveys.
- ◆ Prepare as-built plans for sewer projects.
- ◆ Maintain familiarity with the latest technology in computer spreadsheets, computer aided drafting systems (CAD) and total station instruments and data collectors.
- ◆ 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. Current status as a regularly appointed employee of the City of Milwaukee, having passed the probationary period at the level of an Engineering Technician II or Engineering Drafting Technician II or higher.
2. A minimum of five years of experience in field engineering, at least one year of which must have been at the level of a Drafting Technician II or Engineering Drafting Technician II performing duties related to the Essential Functions listed above.

NOTE: *College-level engineering curriculum courses, 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 equals three months of experience, and no substitution will be made for less than five credits. **If seeking a substitution, you must attach college transcripts to your application or send them to Robert Viktora at the address below by the application deadline.** Student copies are acceptable.*

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

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- ◆ Proficiency with computers and computer software including Microsoft Excel and Word and CAD
- ◆ Written communication skills.
- ◆ Basic Data entry skills.

Engineering Technician IV (DPW-Infrastructure, Construction)

- ◆ Planning, organizational, and time management skills.
- ◆ Ability to produce accurate, detailed plans, drawings, maps and diagrams.
- ◆ Ability to read and interpret technical documents.
- ◆ Interpersonal and customer service skills.
- ◆ Ability to direct and train other technicians.
- ◆ Ability to concentrate on assignments and disregard distractions.
- ◆ Desire to keep up-to-date technically.

THE CURRENT PAY RANGE (PG3NN) IS: \$43,846 to \$59,792 annually. Recruitment is at \$44,076.

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, personal interviews or other assessment methods. The Department of Employee Relations and DPW 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.

APPLICATION PROCEDURE:

- ◆ Applications may be obtained from the Department of Employee Relations, 200 E Wells St, Room 706, Milwaukee, WI 53202, by calling 286-3751, or by visiting www.milwaukee.gov/jobs.
- ◆ Applications should be returned to: Robert Viktora, Chief Design Engineer, DPW-ISD-Construction Section, 3850 N. 35th Street, Room 111, Milwaukee, WI 53216 by **March 1, 2013.**

#13-019TR—CKS (CN) - 2/7/13