



**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**ENGINEERING TECHNICIAN IV**  
**DPW Infrastructure Division - Transportation**

**PURPOSE:**

- Under the direction of the Engineering Technician V, the Engineering Technician IV prepares estimates for paving projects and other studies pertaining to Transportation.

**ESSENTIAL FUNCTIONS:**

- Prepare quantities and cost estimates for local street, alley, and state funded paving projects.
- Verify certificates of local street, alley, and state funded paving projects.
- Respond to questions from property owners regarding the calculation of their special assessments.
- Respond to questions from contractors regarding street and alley paving projects advertised for bid letting.
- Prepare street and alley grade and sidewalk area width ordinances for presentation to the Common Council.
- Measure and certify quantities of sidewalk repair constructed by contract and Field Operations personnel.

*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 Mary Dzewiontkoski 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 database programs.
- Written communication skills.
- Basic Data entry skills.
- 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 concentrate on assignments and complete them by the deadline.
- Ability to learn new technologies and stay current in this area of work.

**SALARY (PR 3NN):**

- The current starting salary is \$44,738 annually for City of Milwaukee residents. The non-resident starting salary is \$44,077 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, Infrastructure 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: The City's residency requirement as set forth in City Charter 5-02 is under litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-2105.**

**APPLICATION PROCEDURE:**

- Applications may be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling 286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications should be returned to: Mary Dziejwiontkoski, Project Program Manager, Transportation Section, 841 N. Broadway, Room 908, Milwaukee, WI 53202 by **November 27, 2013**. *Receipt of applications may be discontinued any time after that date.*

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