

# ENGINEERING TECHNICIAN V

## Recruitment #1702-1888-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-ST/BRIDGES
<b>Open Date</b>	2/24/2017 3:00:00 PM
<b>Filing Deadline</b>	3/17/2017 11:59:00 PM
<b>HR Analyst</b>	Lindsey O'Connor

## INTRODUCTION

### THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY

## PURPOSE

The Engineering Technician V directs one or more survey crews in the field as well as office personnel. Responsibilities include preparing paving plans, including the design for streets and alleys. When assigned to estimating duties, responsibilities include preparing estimates of quantities and costs for proposed paving projects.

## ESSENTIAL FUNCTIONS

- Prepares field plans (existing levels and location) and surveys relative to grade separation, structures, major arterials, properties, street and alley openings, vacations, streets, sewers, water mains, tunnels, dredging, street repairs, obstructions, drainage complaints and other miscellaneous projects assigned to this section.
- Checks land descriptions, plats of surveys, and subdivisions.
- Designs and prepares paving plans for all streets and alleys under City jurisdiction.
- Designs and prepares plans for special streetscape treatments, alignments, etc.
- Designs major arterials for State and/or Federal Aided projects, as requested.
- Performs line and grade layout prior to construction for paving sewer, water, bridges, etc.
- Measures completed work for sewer and street projects.
- Prepares certificates of completed street construction work showing quantities of work actually done by contract.
- Coordinates, directs, plans and organizes the activities of the field crew.
- Trains personnel in field work and designs.

When assigned to estimating duties:

- Prepares estimates of quantities and costs for proposed paving projects.

*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 City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Five years of experience in field engineering, at least two years of which must have been at the level of an Engineering Technician IV, or a Civil Engineer I, performing duties related to the Essential Functions listed above.

**IMPORTANT NOTE:** To receive credit for college, transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

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.

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

## DESIRABLE QUALIFICATIONS

- Associate's degree in Civil Engineering Technology from an accredited college or university.
- Experience using AUTOCAD Civil 3D.
- Experience in estimating and familiarity with Bid Express and Estimator.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of surveying standards and procedures.
- Knowledge of street and alley design criteria.
- Knowledge of estimate and assessment policy.
- Written communication skills to prepare business correspondence relating to design reviews.
- Data entry skills to maintain and edit databases of project related quantities.
- Planning, organizational, and time management skills to effectively complete work by deadlines.
- Ability to use computers and computer software including Microsoft Excel and Word and CAD.
- Ability to produce accurate, detailed plans, drawings, maps and diagrams.
- Ability to read and interpret technical documents.
- Interpersonal and customer service skills to work effectively with internal and external customers.
- Ability to direct and train other technicians.
- Ability to concentrate on assignments and disregard distractions.

## **Engineering Technician V (DPW-Infrastructure-St/Bridges)**

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- Ability to learn new technologies and stay current in this area of work.

### **CURRENT SALARY**

**SALARY (PR 3RN):** The current starting salary (PG 3RN) for City of Milwaukee residents is \$53,597 annually, and the non-resident starting salary is \$52,282 annually.

### **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 Department of Public Works Infrastructure – Construction/Field Engineering 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 City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process and have successfully pass a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer.*

**INITIAL FILING DATE** - The selection process will be held as soon as practical after **Friday, March 10, 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 applicants 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.