



**TRANSFER/PROMOTIONAL OPPORTUNITY**

## ENGINEERING TECHNICIAN VI

### *Department of Public Works, Infrastructure Services – Construction*

#### **PURPOSE:**

Under the direction of the Field Design Manager, reviews designs and estimates, establishes prices, administers bid items for paving contracts, assigns duties to field crews, and acts as an office engineer.

#### **ESSENTIAL FUNCTIONS:**

- Reviews and approves paving designs prepared by Engineering Tech V's.
- Assigns field work and monitors progress of field crews engaged in the collection of data of sewer, water and paving projects, the design of all paving projects and other surveys.
- Monitors the preparation of certificates for final payments to contractors and for assessment purposes.
- Reviews estimates and administers bid items for contract bidding purpose.
- Confers with City officials, alderpersons, developers, utilities, and general public regarding projects in progress or contemplated.
- Investigates and reports on complaints concerning draining, grades, and construction problems.
- Acts as Office Engineer (in field district) in absence of Field Design Manager.

*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 for current position held.
2. Seven years of field engineering experience performing duties related to those stated above at the level of an Engineering Technician IV, Civil Engineer I or higher, with at least one year at the Engineering Technician V or Civil Engineer II level or higher.
  - **NOTE:** College-level engineering curriculum courses from an ABET accredited education program, 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 = three months of experience and no substitution will be made for less than five credits.
  - **If you are seeking a substitution, college transcripts are required and must be received within three business days after the application period closes.** College transcripts may be either attached to the application, sent to [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov), or sent to Box ET-VI, Department of Employee Relations, Room 706, City Hall, 200 E. Wells St, Milwaukee, WI 53202. Student copies are acceptable. Only applications with transcripts will be considered; applications without transcripts will be rejected.
  - **NOTE:** *Equivalent combinations of education and experience may also be considered.*
3. Registration as a Professional Engineer (PE) or a Land Surveyor in the State of Wisconsin may be substituted for two years of the required experience.
4. Valid driver's license at time of appointment and throughout employment.

#### **KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

- Knowledge of the practical application of engineering science, technology, and geography.
- Knowledge of the design techniques, principles, tools, and software involved in the production of precision technical plans and drawings.

## ***Engineering Technician VI (DPW-Infrastructure, Construction)***

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- Knowledge of city infrastructure.
- Knowledge of management principles and practices.
- Analytical and problem-solving skills.
- Written communication skills.
- Interpersonal and customer service skills, including tact and diplomacy.
- Planning, organizational, and time management skills, including the ability to meet deadlines and complete projects.
- Ability to organize, coordinate and review work of field crews.
- Ability to deal with complaints and requests from citizens and elected officials.
- Ability to read and interpret technical documents.
- Ability to direct and train other technicians.
- Ability to keep up-to-date technically.

### **SALARY (2IN):**

The current starting salary is \$66,324 for City of Milwaukee residents. The non-resident starting salary is \$64,697 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 Transportation Operations – Underground Conduit Design 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: 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.*

### **APPLICATION PROCEDURE:**

- Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202, by calling (414)286-3751, or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs).
- Applications and transcripts should be returned to: Lindsey O'Connor, Human Resources Analyst, Senior, Department of Employee Relations, Room 706, City Hall, 200 E Wells St, Milwaukee, WI 53202 by **October 3, 2014**. Receipt of applications may be discontinued any time after that date.

#14-087TR—LO (CN) - 9/12/14 - EEO 303