

ENGINEERING DRAFTING TECHNICIAN IV

Recruitment #1708-1820DC-003

List Type	Transfer/Promotional
Requesting Department	DPW-INFRASTRUCTURE-ADMIN
Open Date	9/1/2017 6:00:00 PM
Filing Deadline	9/22/2017 11:59:00 PM
HR Analyst	Nola Nelson

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INTRODUCTION

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

PURPOSE

The Engineering Drafting Technician IV is responsible for the preparation and drafting of all street paving, bridges, sewers, underground conduit, street lighting, signals and/or map maintenance.

ESSENTIAL FUNCTIONS

- Draft construction plans for state and local paving, bridges, sewers, underground conduit, street lighting, and signals using manual or computer aided drafting (CAD) and geographic information system (GIS) software.
- Update permanent engineering records with as-built information.
- Update and maintain engineering databases, plat pages, and other records.
- Draft easement plans for sewers for construction projects and street vacations.
- Assist in training new employees by orienting them to the department and to the varying types of work projects.
- Perform departmental review of tasks such as street/alley vacations, right of way openings, oversized load permits, DPW permits, Diggers Hotline tickets, address assignments, honorary street names and sewer plans for underground conduit.

- Create custom maps in response to DPW and Aldermanic requests; assign manhole numbers and plan file numbers.
- Conduct research and train others for technical issues; troubleshoot and develop new drafting aids.
- Create timelines for work distribution for project completion.

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 drafting experience, with 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 by the application period close. 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. Two years of work experience using MicroStation software 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

- Knowledge in the use of 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 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 product.
- 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.
- 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 Department of Public Works Infrastructure – Central Drafting and Records 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.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Friday, September 22, 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.

ADDITIONAL INFORMATION

APPLICATION PROCEDURE: Applications can be accessed by visiting www.jobaps.com/MIL.

- Applications and transcripts should be submitted no later than the deadline listed above.

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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