



TRANSFER/PROMOTIONAL OPPORTUNITY
FACILITIES PROJECT COORDINATOR

(DPW, Infrastructure Services, Facilities Development & Management)

BASIC FUNCTION OF POSITION: Provide and/or coordinate, review, and monitor consultants' preparation of design/construction documents, and construction administration/inspection services, including project cost estimates, time schedules, and quality control for public works projects with emphasis on facilities. Work with community/neighborhood groups in the development of community based designs.

NOTE: This position requires attending occasional evening and weekend meetings.

ESSENTIAL FUNCTIONS:

- ❖ Coordinate and monitor costs, schedules and quality control of various projects.
- ❖ Prepare and/or oversee consultants' preparation of preliminary plans, cost estimates and schedules for proposed projects.
- ❖ Prepare project design/construction documents or oversee consultants' preparation of the same documents.
- ❖ Provide project construction administration/inspection or oversee consultants' providing the same services.
- ❖ Prepare and/or review capital budget, budget estimates, studies, reports, etc.
- ❖ Appear before various committees and boards, and meet with community and neighborhood groups.
- ❖ Perform other related duties as required.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS:

1. Bachelor's degree in Civil Engineering or equivalent from an ABET accredited college or university.
2. Current status as a regularly appointed employee of the City of Milwaukee at the level of Civil Engineer I or higher.
3. Two years of professional municipal engineering experience.
4. Valid Wisconsin driver's license at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

1. Registration as a Professional Engineer in the State of Wisconsin or equivalent.
2. Experience with spreadsheet, database, word processing, and CADD (Microstation) software packages.

KNOWLEDGES, SKILLS, and ABILITIES

1. Ability to coordinate and monitor projects.
2. Ability to do project field inspection, including climbing on ladders or scaffolding for above and below grade conditions.
3. Good oral and written communication skills.
4. Good interpersonal skills and ability to interact with elected officials, other City employees, consultants, contractors, community/neighborhood groups, and the general public in an efficient and courteous manner and be able to handle complaints tactfully.
5. Organizational skills, flexibility and the ability to meet deadlines and goals.
6. Ability to work independently and as part of a team.
7. Leadership and supervisory skills.
8. Ability to demonstrate initiative and exercise good judgment.

CURRENT SALARY RANGE (607) IS: \$2,488.35 to \$2,966.68 biweekly.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of training, experience and accomplishments, written test, interview or other assessment methods. The Department of Public Works reserves the right to call only the most qualified candidates to the selection process. Information from the selection process will be used to make hiring decisions. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications may be obtained in person or via mail from the Department of Employee Relations, 200 E. Wells Street, Room 706, Milwaukee, WI 53202, by calling 286-3751 or by visiting www.milwaukee.gov/jobs.

*All completed application materials should be returned to Venu Gupta, Buildings and Fleet Superintendent, Zeidler Municipal Building, Room 602, 841 N. Broadway, by **October 4, 2010**. Receipt of applications may be discontinued anytime after this date.*

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