

CIVIL ENGINEER I

Recruitment #1501-1813-001

List Type Original
Requesting Department DPW-INFRASTRUCTURE-TRANSPORT
Open Date 1/15/2015
Filing Deadline 2/5/2015 11:59:00 PM
HR Analyst Lindsey O'Connor

INTRODUCTION

Civil Engineer I is the entry-level position of the Civil Engineer promotional series. Promotion to the next level, Civil Engineer II, is possible after twelve (12) months of experience as a Civil Engineer I and one (1) year of professional engineering experience. The eligible list resulting from this examination may be used to fill similar City of Milwaukee positions.

PURPOSE

The Civil Engineer I will be responsible for performing a variety of professional engineering duties including designing, planning, and/or construction in one or more of the following areas: sewer and environmental engineering, water engineering, street, highway and transportation engineering, traffic engineering, and structural engineering.

ESSENTIAL FUNCTIONS

- Prepares engineering designs and plans using design software and drawing tools such as AutoCADD and Microstation.
- Ensures engineering activities are compliant with environmental, safety, or other governmental regulations.
- Inspects project sites to monitor progress and ensure conformance to design specifications.
- Estimates quantities and cost of materials, equipment and labor and prepares cost estimates.
- Reviews and prepares responses to plans, correspondence and legislative initiatives.
- Provides technical advice regarding design, construction or program modifications and structural repairs.
- Analyzes survey reports, maps, drawings, blueprints, aerial photography, and other topographical or geological data to plan projects.
- Prepares contract documents.
- Coordinates design and construction activities.

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. Bachelor's Degree in Civil Engineering from an accredited school of engineering. Note: Students in their final year of school may apply for this position but may not be hired until their degree has been completed.
 - **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

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to your online application. Applications without transcripts attached will be considered incomplete and will be rejected.

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

KNOWLEDGES, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Knowledge of the practical application of engineering science and technology.
- Knowledge of mathematics such as arithmetic, algebra, geometry, calculus, statistics and the ability to make accurate calculations.
- Knowledge and prediction of physical principles, laws and their interrelationships and application to understanding fluid dynamics.
- Skill in the use of computer software such as Microsoft Office.
- Ability to analyze and evaluate information to solve problems.
- Ability to communicate orally with individuals at all levels inside and outside the organization.
- Ability to efficiently plan and coordinate work.
- Written communication skills, including the ability to prepare reports.

CURRENT SALARY

THE CURRENT STARTING SALARY (PG 2EN): The current starting salary is \$51,358 for City of Milwaukee residents. The non-resident starting salary is \$50,098 annually. *Appointment above the minimum is possible.*

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The examination will be held as soon as practical after **February 5, 2015**. 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. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.