

ENGINEERING DRAFTING TECHNICIAN I

This is an entry-level Engineering Drafting Technician position and is the first level in a promotional program. Individuals appointed to this position may be eligible for promotion to Engineering Drafting Technician II (Salary Grade 602, \$37,564 to \$46,013) after 2½ years as an Engineering Drafting Technician I (or less if the employee successfully completes college-level coursework in an appropriate engineering-related curriculum such as Civil Engineering Technology or has previous equivalent experience). NOTE: Knowledge of Trigonometry and MicroStation are essential for promotion to the Engineering Drafting Technician II level.

*The current vacancy is for the Department of Public Works (DPW) Infrastructure Services Division.
This list may also be used to fill future Engineering Drafting Technician I vacancies in other areas in the future.*

PURPOSE: An Engineering Drafting Technician I performs MicroStation drafting related to roadway paving, sewer construction, street lighting, traffic signal, underground conduit systems, water systems and other mapping/drawing-related functions as required.

ESSENTIAL FUNCTIONS:

Under supervision, an Engineering Drafting Technician I works in an office setting performing some of the following essential functions:

- Makes technical drawings requiring knowledge of drafting.
- Assists in making mathematical calculations, such as computing distances, areas, angles, and dimensions.
- Utilizes computer graphics software to produce quarter sections, vacation drawings, paving drawings, water and sewer drawings, traffic signal drawings, street lighting circuit maps, underground conduit drawings, and easement drawings.
- Conducts traffic counts in the field.
- Supports Digger's Hotline.
- Performs 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.

MINIMUM REQUIREMENTS:

1. Minimum 2 years municipal or utility drafting experience using AutoCAD or MicroStation.
 - *Equivalent combinations of education and experience may also be considered.*
 - *Copies of transcripts or grade reports must be submitted with application – OR – sent to the City of Milwaukee, Department of Employee Relations, Attention: Katrina Whitley, Human Resources Analyst-Sr, 200 E Wells St, Room 706, Milwaukee, WI 53202.*
2. Working knowledge of algebra and geometry of at least high school level.
3. Valid Wisconsin driver's license at time of appointment and throughout employment.
4. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- Associate degree in Civil Engineering Technology.
- Basic understanding of the U.S. Public Land Survey System and surveying principles.
- Map experience using Geographic Information Systems (GIS).
- Experience using information on civil engineering design drawings and maps.

THE CURRENT SALARY RANGE (600) IS: \$32,290 to \$38,989 annually with excellent benefits.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral or performance examinations; 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. The examination will be held as soon as practical after **JUNE 25, 2010**. Receipt of applications may be discontinued after this date without prior notice; however, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified by mail of the date, time and place of the examination.