

PLEASE POST OR DISTRIBUTE

OPENS: February 6, 2012
CLOSES: when current vacancy is filled



KENOSHA WATER UTILITY
4401 Green Bay Road
Kenosha, WI 53144
(262) 653-4300/4308
(262) 653-4303 fax
www.kenoshawater.org

"Providing and Protecting Kenosha's Greatest Natural Resource....Water"

**KENOSHA WATER UTILITY
EMPLOYMENT OPPORTUNITY**

WATER ENGINEER

This recruitment is open to all individuals who meet the minimum requirements listed below. The eligibility list created from this recruitment will be used to fill the current vacancy and may be used to fill other openings which occur within the next 12 months. This is a non-represented position which falls under the City of Kenosha Civil Service Ordinance and includes a 12-month probationary period upon appointment.

Residency requirement: The individual appointed to this position must meet the residency requirement outlined in the City of Kenosha Civil Service Ordinance within three months of completing the probationary period and then maintain such residency during the term of employment. The approved residency includes: Kenosha County, Racine County (except the Town of Waterford; however the Village of Waterford is acceptable), and the Wisconsin cities of Franklin, Oak Creek or South Milwaukee.

Nepotism policy: No person can be employed who has a relative already employed in a position covered by the City of Kenosha Civil Service Ordinance or who has a relative in any elected office in City of Kenosha government, as defined under Section V of the Civil Service Ordinance. "Relative" includes any member of the immediate household; or anyone whose relationship by blood or marriage is as close or closer than first-cousin, including "step" relationships; or any grandparent or grandchild.

GENERAL OVERVIEW OF POSITION:

Under the general direction of the Director of Engineering, this position is responsible for the planning and implementation of the Kenosha Water Utility's construction projects. The incumbent coordinates the work of contractors and consultants in conjunction with Utility, state and federal agencies, reviews the quality of work performed, and certifies that the work is acceptable and in compliance with contract documents and local, state and federal requirements. Work is reviewed through conferences and written reports for results obtained. Performs other work as requested or assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES *(illustrative only)*

- Directs and supervises construction work; travels to various sites for inspection of utility work under construction; conducts investigations into construction claims; reviews data submittals for accuracy;
- Designs water/sewer system infrastructure, water and sanitary sewer systems and water/wastewater treatment facilities.
- Reviews plans submitted by consulting engineers and developers.
- Supervises engineering staff; provides instruction and training; plans, coordinates, assigns and reviews work activities; and maintains standards.
- Prepares and reviews engineering specifications and reports; makes recommendations; evaluates engineering solutions and ensures coordination with overall policy.
- Acts as liaison to contractors; meets with the public to resolve problems.

OTHER REQUIRED DUTIES & RESPONSIBILITIES *(illustrative only)*

- Researches and files plans, records and reports.
- Performs mid-level data analysis including the ability to audit, deduce, assess, conclude, and appraise. Exercises discretion in determining and referencing such to established criteria to define consequences and to develop alternatives.
- Persuades, convinces, influences, trains, and monitors, in favor of desired outcome; performs as lead person.

OTHER REQUIRED DUTIES & RESPONSIBILITIES *(continued)*

- Utilizes a wide variety of reference, descriptive, advisory and/or design data and information such as engineering and construction designs and drawings, project reports, engineering reports, technical specifications, policies, procedures and non-routine correspondence.
- Performs moderately complex algebraic calculations; utilizes the principles of basic probability and statistical inference.
- Exercises judgment, decisiveness and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs.
- Performs other duties as assigned or required.

REQUIREMENTS

Required Education, Training and Experience:

- Bachelor's degree in Engineering from an accredited college or university.
- Three to five years of utility engineering design.
- Or any combination of education and experience that provides equivalent knowledge, skills and abilities.
- Position requires a Professional Engineer's License.

Required Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of engineering as applied to utilities; wastewater and water services.
- Knowledge of utilities and public works design, construction and maintenance methods, materials and equipment.
- Knowledge of current construction costs for the preparation of estimates.
- Knowledge of environmental laws regulating utilities, wastewater and water facilities.
- Knowledge of management and administrative practices.
- Ability to design engineering projects and water/wastewater systems.
- Ability to write and present reports in a clear and concise manner.
- Ability to supervise the work of technical personnel in design and construction projects.
- Ability to establish and maintain effective working relationships with employees, contractors, developers, and the general public.
- Skill in the operation of CAD/GIS.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- Task involves the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting or carrying moderately heavy (20-50 pound) items and occasionally very heavy (100 pounds or over) items; or
- Task may involve the complex operation of gasoline, electric, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both; or the sustained operation of such devices.

Environmental Requirements:

- Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements:

- Task requires color, sound, odor, depth, and visual perception and discrimination.
- Task requires oral communications ability.

Other Requirements:

- Possession of a valid driver's license and a good driving record.
- May be required to provide a personal vehicle for use on the job.

2012 SALARY RANGE: \$5,259 to \$6,445/month (\$61,272 to \$75,084 annually)
(see last page for benefit information)

METHOD OF SELECTION:

Applicant's education, training and experience will be analyzed. Written, oral and or proficiency exams may be required to establish eligibility. Appointment to the position will be made in accordance with City of Kenosha policy and the Civil Service Ordinance and Rules and Regulations. The Kenosha Water Utility reserves the right to further evaluate only those applicants who best meet the need of the Utility.

HOW TO APPLY:

City of Kenosha application form is required (resume may be attached) and available at the Kenosha Water Utility, 4401 Green Bay Road, Kenosha, WI 53144, by phone at 262-653-4308, or on our web site at www.kenoshawater.org (click on "Careers"). Applications will be forwarded to the hiring official(s) as they are received and will be accepted until the current vacancy is filled. Qualified applicants will be notified of the scheduling of any examinations, interviews, or other events required in the selection process.

*The Kenosha Water Utility is an Equal Opportunity Employer
M / F / D*



**CITY OF KENOSHA – 2012
SUMMARY OF MAJOR BENEFITS
FOR NON-REPRESENTED FULL-TIME EMPLOYEES**

Salary Range	Salary range is divided into 5 steps. Appointees serve a 1-year probationary period followed by annual performance reviews. Step increases are normally at 1-year intervals based on achievement of a satisfactory performance evaluation.		
Direct Deposit	Direct deposit of payroll is required for all employees. Employees must designate a checking or savings account (of their choice) for receipt of their pay.		
Paid Holidays	Eleven (11) designated holidays listed below plus two (2) floating holidays for employees employed as of March 1 st ; which must be used between March 1 st and December 1 st of the current year.		
	New Year's Eve Day New Year's Day Martin Luther King, Jr. Day Friday before Easter	Memorial Day Independence Day Labor Day	Thanksgiving Day Day After Thanksgiving Christmas Eve Day Christmas Day
Vacation (Annual Leave)	During first 10 years After 10 years After 15 years After 18 years After 25 years	12 days (96 hours) 17 days (136 hours) 18 days (144 hours) 20 days (160 hours) 25 days (200 hours)	<i>Vacation days are to be used within the year they are earned; although up to 80 hours may be carried over for use until March 31 of the next year. There is no pay out of unused vacation.</i>
Sick Leave	Earned at a rate of eight (8) hours per month.		
Health Insurance	Employees and their qualifying family members are eligible for health and dental coverage as of the first of the month following 60 days of employment. The City of Kenosha currently pays the entire monthly premium for the employee & qualifying family members; individuals are then responsible for deductibles (currently \$2500 per person to maximum of \$5000 per family), co-payments or other out-of-pocket costs incurred from care received. Ability to open up a Health Savings Account through payroll deduction.		
Term Life Insurance	Term life insurance coverage for the employee is provided through the <i>Wisconsin Public Employers Group Life Insurance Program</i> . Coverage amount is based on the employee's annual salary rounded to the next highest \$1000.00. Full premium of <i>Basic Plan</i> paid by the City. Additional coverage is available for employee and family at employee's cost. Coverage becomes effective on the first of the month following six months of employment or sooner if the employee has previous qualifying service.		
Pension	Under Social Security, 7.65% of the employee's wages up to the prescribed limits paid by the City to match the employee's contribution. Employee is also enrolled in the <i>Wisconsin Retirement System (WRS)</i> into which the Utility and the employee contributes a determined percentage of the employee's gross earnings each year (5.9% per Employer & Employee for 2012).		
Deferred Compensation	Employees may elect to defer part of their income into a 457b retirement plan through ICMA-RC, Nationwide Retirement Solutions, and/or Wisconsin Deferred Compensation. This deferred income is exempt from State and Federal income taxes until it is withdrawn at retirement or upon termination of employment.		
Section 125 Plan	Employees may elect to defer part of their income on a pre-tax basis into a Section 125 account for reimbursement of dependent day care expenses that are not itemized on their annual income tax return.		
Vision Care Program	City-paid health insurance (described above) does not provide coverage for routine vision care or corrective lenses. Employees may elect to pay for such coverage during an annual open enrollment period (following completion of probation).		
Other Special Insurance Plans	Employees may elect to enroll in various personal insurance plans for themselves and qualifying family members, such as: Critical Illness, Accident, and Disability Income. Premiums are paid through payroll deduction on a pre-tax or post-tax basis, depending on coverage selected.		
Tuition Aid	Employees who have completed their probationary period may be reimbursed for 80% of tuition and other school expenses up to \$2,000.00 per calendar year for satisfactorily completing approved courses through accredited institutions.		
Duty Related Death Benefit	If employee is killed in the line of duty, one year's salary is paid to the employee's beneficiary.		