

ASSOCIATE TRANSPORTATION PLANNER

Recruitment #1708-4276-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-ELECTRICAL
Open Date	8/31/2017 5:00:00 PM
Filing Deadline	9/28/2017 11:59:00 PM
HR Analyst	Emily Keeley

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INTRODUCTION

What Milwaukee can offer YOU

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

PURPOSE

The Associate Transportation Planner will assist with the planning and development of bicycle and pedestrian facilities and other modes of transportation.

ESSENTIAL FUNCTIONS

- Develop a wide variety of technically concise, written and graphic transportation planning reports, studies and plans for bicycle and pedestrian facilities.

- Assist with transportation facilities, including alternatives within the right-of-way, and assist with the review work of consultants designing bicycle and pedestrian facilities.
- Assist with bicycle and pedestrian task force functions, including coordination of projects and improvements with local and regional agencies.
- Assist with the neighborhood traffic management program, including data collection, preparing of reports, making recommendations and preparing response letters.
- Develop maps, charts, graphs and drawings using planning studies and reports; coordinate with GIS program manager for the collection and management of special data.
- Assist with the placement of equipment that collects transportation field data such as traffic speed, volume, system characteristics and global positioning for various transportation modes.
- Compile and summarize traffic crash data to establish possible patterns.
- Analyze reports, studies, bicycle/pedestrian plans, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.
- Assist with the review of projects to ensure compliance with City plans and goals for bicycle, pedestrian and accessibility.
- Assist with the coordination efforts in complying with Americans with Disabilities Act Amendment Act (ADAAA) requirements as they relate to city facilities.

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 urban planning or a related field from an accredited college or university.
2. Certification in WisDOT Sponsor's Guide to Non-traditional Transportation Project Implementation within one year of appointment.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered

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

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of the planning and design of transportation facilities, including bicycle and pedestrian facilities.
- Knowledge of the American Association of State and Highway Transportation Officials (AASHTO), Federal Highway Administration (FHWA) and the Americans with Disabilities Act Amendment Act (ADAAA) standards and practices.
- Knowledge of the State of Wisconsin Vehicle Code rules of the road, especially those related to bicycles and pedestrians.
- Oral communication skills to effectively communicate with other staff, city officials, members of the public and outside agencies.
- Written communication skills to prepare clear and concise written reports, correspondence, and other material.
- Public speaking skills to present information to the public as a representative of the department.
- Organization skills to prepare and maintain accurate records.
- Time management skills to manage projects and meet varying deadlines.
- Interpersonal skills to positively interact with members of the public and city officials.
- Ability to read and interpret work related materials, such as government regulations and city ordinances.
- Ability to utilize Microsoft Office software to prepare written reports, organize public education programs, and prepare presentations.
- Ability to utilize geographic information systems (GIS) and computer-aided design (CAD) software to manage and analyze data, draft plans, and review facilities design.
- Ability to plan and organize public education and promotion programs.
- Ability to conduct research and collect and analyze data for use in departmental reports.

CURRENT SALARY

The current salary range (Pay Range 2EX) for City of Milwaukee residents is **\$51,358 - \$63,426** annually, and the non-resident starting salary is \$50,098 - \$61,870. Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.

BENEFITS

The City of Milwaukee provides a comprehensive benefit program which includes:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays Paid
- Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <http://city.milwaukee.gov/Benefits2017> .

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 **September 21, 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. 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.

ADDITIONAL INFORMATION

APPLICATIONS and further information may 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.”