

TRANSPORTATION OPERATIONS ASSISTANT

Recruitment #1605-1895-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-TRANSPORT

Open Date 5/11/2016 9:00:00 AM

Filing Deadline 6/1/2016 11:59:00 PM

HR Analyst Kathy Verfurth

Introduction

The Department of Public Works is seeking Transportation Operations Assistants to fill intern positions to provide project and program support for transportation operations with the following: design process, in-field technical work, and data collection and analysis for DPW's Transportation Operations Section.

Purpose

Under the general direction of the Transportation Operations Engineer, the Transportation Operations Assistant performs traffic studies and compiles and analyzes data related to various transportation facilities.

Essential Functions

- Assist staff in the preparation of project documents, forms, drawings and public-facing content including plans, specifications, grant applications, cost estimates, public meeting materials, web content, and field layout of traffic control devices.
- Collect transportation data and perform field observations at assigned locations.
- Compile and analyze data on traffic conditions and collect data relative to vehicular, pedestrian and bicycle volumes, vehicle speeds, signal phase length and other operational elements, and parking availability and usage.
- Assist with field layouts for new projects or revisions to existing layouts (signs, marking, etc.)
- Input and/or edit data in existing databases, spreadsheets, CADD drawings, GIS, and geodatabases.
- Enter data into function specific software in order to prepare graphic illustrations, simulations, conceptual plans for various types of transportation projects and improvements.
- Compile existing data needed to support the development of grant applications and other capital funding requests.

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. Status as at least a college sophomore enrolled in a Civil Engineering, Urban Community Planning, Civil Engineering Technology, Transportation Planning, Architecture, or a closely related field from an accredited college or university.

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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.

2. Intermediate level of experience with Microsoft Office applications.

NOTE: Candidates who meet the minimum requirements for Transportation Operations Assistant may be required to pass a proficiency exam in Microsoft Word and Excel (version 2010).

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

Desirable Qualifications

1. Experience with computer-aided design (CADD) software like Microstation, AutoCAD, or Civil 3D.
2. Knowledge of Complete Streets and context sensitive transportation design principles.
3. Experience applying the Manual on Uniform Traffic Control Devices (MUTCD) and other related design/technical documents (AASHTO, ITE, APBP, NCHRP, etc.) on transportation projects.

Knowledges, Skills, Abilities & Other Characteristics

- Ability and willingness to perform outdoor work which may involve a moderate degree of walking and stair climbing, working in live traffic conditions, and exposure to inclement weather.
- Ability to communicate clearly and concisely in writing.
- Ability to communicate orally in a clear and effective manner, as well as listen to others with full attention.
- Ability to work independently and in collaboration with others.
- Ability to organize and complete work assignments according to deadlines.
- Ability to allocate limited resources in a cost-effective manner.
- Ability to use a hand calculator and digital traffic recorder.
- Ability to collect, compile, and analyze data.
- Ability to generate accurate data to be used in management reports.

Current Salary

THE CURRENT HOURLY WAGE (PG 9PN): The current starting hourly rate for City of Milwaukee residents is \$14.28 per hour and the non-resident starting rate is \$13.93.

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 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.

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NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance during the time it may take to know whether the Wisconsin Supreme Court will review the case. Once the Supreme Court refuses review or affirms the Court of Appeals decision, the City intends to fully enforce the ordinance. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

INITIAL FILING DATE: The examination will be held as soon as practical after **June 1, 2016**. Receipt of application 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.