

TRANSPORTATION ENGINEERING PLANNER

Recruitment #1706-5345-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-TRANSPORT
Original Open Date	8/24/2017 11:15:00 AM
Original Filing Deadline	9/15/2017 11:59:00 PM
Re-open Date	9/25/2017 3:45:00 PM
Final Filing Deadline	10/13/2017 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

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.

PURPOSE

Consider this opportunity to build upon your five-plus years of experience managing transportation planning projects! If you are interested in leading a team of technical professionals involved in planning multifaceted transportation projects in an urban setting, this may be the opening you've been waiting for!

Under the direction of the Engineer-in-Charge, Transportation Operation Section, the Transportation Engineering Planner is responsible for managing the short and long range planning of the Multi-Modal Unit, which encompasses roads, bicycle, pedestrian, and public transportation.

ESSENTIAL FUNCTIONS

- Make project assignments, supervise professional and technical staff on design and construction activities, consult with and provide expert technical assistance to other DPW staff members and other City departments as well as state, federal, and private agencies, organizations, and developers.
- Oversee the revision of long-range transportation elements of the City's comprehensive plans, including conducting research and preparing reports and studies.
- Prepare and implement design standards for private and public projects subject to special regulation or review. Prepare plans and specifications for WisDOT-related projects. Provide professional and technical transportation assistance to other departments.
- Oversee grants and proposals subject to special review for compliance with project standards, controls, codes, ordinances, and the City comprehensive plans.

- Ensure accessibility within the transportation system for pedestrians and bicyclists in compliance with the Americans with Disabilities Act (ADA).
- Supervise the review of and make recommendations regarding the City's purchase, disposition, or use of materials within the right-of-way (ROW).
- Supervise, coach, and develop a team of professional and technical staff engaged in transportation engineering and planning activities, including making assignments and coordinating workload.
- Prepare and administer an annual capital and operating budget.
- Oversee transportation data development and maintenance.
- Liaise with the Mayor's Office, the Common Council, and the Department of Public Works regarding multi-modal transportation issues.

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 transportation planning, urban planning, civil engineering, or a related field from an accredited college or university.
2. Five years of experience providing project oversight in physical planning in a metropolitan environment, including background designing and implementing projects in accordance with state and federal program requirements and experience with transportation grant application processes. Experience must include at least one year of lead worker or supervisory experience.
3. Valid Driver's License required at the time of appointment and throughout employment, and availability of a properly insured vehicle for occasional use on the job (*mileage reimbursement provided*).

Equivalent combinations of education and experience may also be considered.

IMPORTANT NOTE: *College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.*

DESIRABLE QUALIFICATIONS

- American Institute of Certified Planners (AICP) certification.
- Licensed as a Professional Engineer (P.E.).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of transportation engineering and urban planning principles and practices.
- Knowledge of the State of Wisconsin Traffic Code and the use of state, federal, and professional manuals, handbooks, and design guidelines, such as the Manual of Traffic Control Devices.
- Knowledge of public administration principles, capital and operating budgets, and grant processes.
- Knowledge of management principles and practices.
- Ability to effectively supervise staff, including interviewing and evaluating job candidates; assigning and reviewing work; communicating vision, goals, and expectations; monitoring employee performance; and coaching, training, and team-building.
- Skill in managing large, complex transportation engineering projects.
- Ability to prepare detailed cost estimates using WisDOT work order format for projects and prepare capital and operating budgets.
- Ability to read and interpret complex technical publications and plans.
- Written communication skills, including the ability to write clear business correspondence and technical reports.
- Oral communication skills to effectively share information both inside and outside the organization.
- Skill in making presentations to various audiences to be able to successfully represent the organization.
- Ability to maintain solid working relationships with colleagues, elected officials, and the public.
- Ability to learn Common Council procedures and how to navigate in a political environment.
- Ability to maintain effective working relationships with others, including colleagues, elected officials, representatives of outside agencies, and the public.
- Customer service skills and the ability to exercise tact and diplomacy.
- Analytical and problem-solving skills to be able to explore various solutions to complex issues.
- Organizational skills to be able to plan, prioritize, delegate, and accomplish work to meet deadlines.
- Ability to handle multiple projects with varying deadlines.
- Skill in using standard software such as word processing, spreadsheet, database, and presentation programs.
- Skill in using computer-aided design (CAD) (Bentley MicroStation) and geographic information systems (GIS).
- Ability to learn the Windows NT operating system.
- Ability to represent the department honestly and ethically as well as to maintain confidentiality.
- Commitment to professional development to stay apprised of advances in transportation engineering and planning.

CURRENT SALARY

The current salary range (Pay Range 1IX) for City of Milwaukee resident is \$85,000-\$105,669 annually, and the non-resident salary range is \$82,915-\$103,077. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- 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 and the Department of Public Works reserve 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 **Friday, October 13, 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, <http://city.milwaukee.gov/jobs>.
- 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 at 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.