

BICYCLE AND PEDESTRIAN COORDINATOR

Recruitment #1612-1816DC-001

List Type Original

Requesting Department DPW-INFRASTRUCTURE-TRANSPORT

Open Date 2/16/2017

Filing Deadline 3/9/2017 11:59:00 PM

HR Analyst Emily Keeley

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.

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 Bicycle and Pedestrian Coordinator is responsible for administering the City of Milwaukee bicycle and pedestrian plan, serving as project manager for bicycle and pedestrian grant and city funded programs and overseeing the Neighborhood Traffic Management Program.

ESSENTIAL FUNCTIONS

- Manage various bicycle and pedestrian related grant and city funded projects.
- Serve as a staff liaison for the City of Milwaukee Bicycle and Pedestrian Task Force.
- Coordinate programs and activities with regional agencies as the city's bicycle/pedestrian liaison.
- Administer the City of Milwaukee Neighborhood Traffic Management Program.
- Design bicycle and pedestrian facilities within the right of way.
- Oversee the work of consultants who are designing bicycle and pedestrian related facilities.
- Ensure and monitor compliance with ADA requirements by coordinating efforts as they relate to city facilities.
- Analyze reports, studies, bicycle/pedestrian plans, and related information and make recommendations for improving the accessibility and safety of bicycle and pedestrian facilities.

Bicycle and Pedestrian Coordinator (DPW-Infrastructure-Transport)

- Review major projects to ensure compliance with city plans and goals for bicycle and pedestrian accessibility.
- Coordinate efforts to expand various City of Milwaukee bicycle and pedestrian programs.

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, engineering, or related field from an accredited college or university and one year of experience in the advocacy, planning and design of bicycle and pedestrian facilities.

---OR---

Five years of experience in the planning and designing of bicycle and pedestrian facilities, or other experience performing duties related to those above.

---OR---

Current status as a regularly appointed City of Milwaukee employee at least three years of which must have been at the level of Civil Engineer II, Engineering Tech V, or Associate Planner with experience in the planning and design of bicycle and pedestrian facilities

2. Valid driver's license at time of appointment and throughout employment in order to operate city vehicles while conducting business.

Note: Equivalent combinations of education and experience may also be considered. **IMPORTANT NOTE:** To receive credit for college, 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

- Experience interpreting the WisDOT Sponsor's Guide to Non-traditional Transportation Project Implementation.
- Professional Engineer (PE), American Institute of Certified Planners (AICP), or related certification is desirable.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Skill in the design of bicycle and pedestrian facilities that comply with state and federal guidelines.
- Ability to effectively communicate with a diverse range of individuals and experience in public speaking.

Bicycle and Pedestrian Coordinator (DPW-Infrastructure-Transport)

- Knowledge of bicycle and pedestrian safety in a complex urban environment.
- Ability to communicate clearly and concisely in writing, including the ability to prepare written reports and other correspondence.
- Ability to utilize advanced computer applications including GIS and CAD software to manage and analyze data, draft bicycle and pedestrian plans and facilities design, and prepare written reports and correspondence.
- Ability to maintain accurate records.
- Knowledge of civil and environmental engineering and design principles.
- Ability to use standard computer applications such as Microsoft Word, Excel and Power Point.
- Knowledge of American Association of State Highway and Transportation Officials (AASHTO) standards in order to plan and design bicycle and pedestrian facilities.
- Knowledge of traffic calming techniques.
- Knowledge of State of Wisconsin Vehicle Code rules of the road to ensure bicycle and pedestrian program compliance.
- Outreach and marketing skills; ability to promote public education programs to expand the use of bicycle and pedestrian facilities.
- Knowledge of the Manual of Uniform Traffic Control Devices (MUTCD) and how it relates to accommodating bicyclists and pedestrians within the public way.
- Knowledge of the Americans with Disabilities Act Amendment Act (ADAAA) requirements to ensure City facilities are in compliance. Time management and organizational skills to manage projects and meet deadlines.

CURRENT SALARY

The current starting salary (PG 2IN) for City of Milwaukee residents is **\$66,324** annually and the non-resident starting salary is \$64,697 annually. Appointment above the minimum is possible up to **\$72,492** for City of Milwaukee residents and \$70,713 for non-residents based on qualifications and experience and is subject to approval.

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 **March 9, 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.