

TRANSPORTATION OPERATIONS ASSISTANT

Official Title in Salary Ordinance: Traffic Operations Assistant
Recruitment #2103-1896-001

List Type	Original
Requesting Department	DPW-INFRASTRUCTURE-TRANSPORT
Open Date	4/1/2021 5:15:00 PM
Filing Deadline	4/22/2021 11:59:00 PM
HR Analyst	Jeff Harvey

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INTRODUCTION

The Department of Public Works (DPW) Multimodal Unit is seeking college students interested in transportation planning, policy, and design to fill part-time, year-round positions.

This position provides valuable career development opportunities and experience in the transportation field, including opportunities to work closely with professional planners and engineers, outside agency stakeholders, community organizations and members of the public to improve mobility and ensure equitable health outcomes.

DPW's Multimodal Unit works to create sustainable, vibrant, equitable and connected streets and public spaces that provide choice, safety, comfort and access for everyone in Milwaukee by prioritizing sustainable transportation through collaboration and engagement with other departments, outside agencies, community partners and residents.

This is a part-time internship position, and hours worked cannot exceed 1,040 hours per year.

APPLICATION PERIOD AND TEST ADMINISTRATIONS (Subject to Change)

Application period opens:	Application period closes:	Tentative Selection Process Timeframe:
Thursday, April 1, 2021	Thursday, April 22, 2021	Week of May 3, 2021

The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

Under the general direction of the Transportation Engineering Planner and other Multimodal Unit team members, the Transportation Operations Assistant will help implement the City's Complete Streets Policy, Pedestrian Plan, Bicycle Plan and Safe Routes to School Plan, as well as help achieve City goals related to safe street design (<https://city.milwaukee.gov/dpw/infrastructure/multimodal/Complete-Streets>), equity (<https://city.milwaukee.gov/Equity-and-Inclusion>), health, and climate (<https://city.milwaukee.gov/climate>).

ESSENTIAL FUNCTIONS

Field Work

- Perform field observations of traffic conditions; collect data relative to people walking, biking and driving, motor vehicle speeds, traffic signal operations and curbside usage.
- Assist staff in the field layout of traffic control devices.

Drafting and Data Compilation Duties

- Prepare engineering plans for various pedestrian, bicycle and traffic safety improvement projects.
- Summarize and enter traffic data into Excel and geographic information system (GIS) databases.
- Prepare graphics, maps and other displays for community engagement events.
- Prepare work orders for the installation of bicycle racks, signs, and pavement markings.
- Assist in the drafting of various plans and policies related to Complete Streets, mobility, innovation and other multimodal improvements.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

** The Transportation Operations Assistant is considered essential staff during the current public health emergency. **

- Must be able to work outdoors in adverse weather conditions.
- Must be able to safely perform work in proximity to live traffic conditions.
- Must be able to perform light physical work exerting up to 10 pounds of force and perform physical activities in the work environment that require agility, including walking, standing, climbing stairs, crouching, stooping and reaching.

MINIMUM REQUIREMENTS

1. Current enrollment as a sophomore or higher at an accredited college or university in urban planning, civil engineering, transportation planning, architecture, urban studies, public policy, public administration or a closely related field.
2. Ability to travel independently throughout the City of Milwaukee, either by public transportation, bicycle or automobile.

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.

DESIRABLE QUALIFICATIONS

- Familiarity with current innovations in transportation and mobility planning and design.
- GIS, Adobe Suite, and/or CAD experience.
- Enthusiasm and initiative to make Milwaukee's streets safer and more comfortable for people walking, biking, taking transit and driving.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Ability to use a digital traffic recorder to collect data.
- Ability to collect, compile and analyze data.

Communication and Interpersonal

- Ability to follow verbal and written instructions.
- Written communication skills to be able to summarize data and prepare reports.
- Verbal communication skills to effectively convey information to other staff and managers.
- Ability to work efficiently in a team environment.
- Ability to work cooperatively and effectively with coworkers and citizens whose backgrounds may differ from one's own.

Judgment and Responsibility

- Ability to organize and complete work assignments while adhering to deadlines.
- Situational awareness and ability to apply safety principles and practices as they apply to all components of this job.

CURRENT SALARY

The current starting hourly rate (PG 9PN) is \$14.28. Appointment may be up to \$15.81 per hour (\$16.28 per hour for City of Milwaukee residents) for students with sophomore and junior status. Appointment may be up to \$17.96 per hour (\$18.49 per hour for City of Milwaukee residents) for students with senior status.

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 the deadline listed above. 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.