

City of New York
DEPARTMENT OF TRANSPORTATION
Job Posting Notice

Civil Service Title: TRANSPORTATION SPECIALIST	Level: 01
Title Code No: 22316	Salary: \$57,078.00/\$65,640.00-\$85,646.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Assistant Project Planner	Work Location: 55 Water St Ny Ny
Division/Work Unit: Office of Bicycle/Pedes Prgms	Number of Positions: 1
Job ID: 544041	Hours/Shift: 35 hrs. per week / 9am-5pm
<p>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p> <p style="text-align: center;">Job Description</p> <p>The Transportation Planning and Management Division (TPM) is seeking a Transportation Specialist to serve as an Assistant Project Planner within the Street Furniture Unit (SFU). The Street Furniture Unit (SFU) manages the procurement, planning, installation and maintenance of bike parking, benches, leaning bars and wayfinding signage for pedestrians, cyclists, and transit riders throughout New York City. The goal of these programs is to make the city more walkable, bike-able, and vibrant. The Unit is responsible for NYC DOT's Bike Parking, WalkNYC Wayfinding Signage, and Seating programs. The successful candidate will play a critical role supporting these programs. SFU manages the procurement, planning, installation and maintenance of bike parking, benches, leaning bars and wayfinding signage for pedestrians, cyclists, and transit riders throughout New York City. The goal of these programs is to make the city more walkable, bikeable and vibrant. Duties may include, but are not limited to: creating site plans and work orders for installing bike racks, seating and signage; performing data entry, database management tasks for all SFU databases; conducting field inspections; producing progress reports for DOT leadership; reviewing work produced by consultants, outside agencies, or other DOT units as needed; preparing grant reports or other program documentation as needed; coordinating with other DOT units, outside agencies, and program partners; conducting outreach. The ideal candidate should be committed to improving the experience and convenience of walking, cycling, and transit by expanding seating, bike parking, and wayfinding information throughout New York City. The ideal candidate will also be a detail oriented, curious, and capable team player with a positive attitude and strong organizational, communication, administrative, and presentation skills. The candidate should demonstrate a willingness to work in field in all seasons or at DOT warehouse facilities, traveling by biking, walking, or using mass transit. Candidate will be responsible for ensuring adherence to all agency safety rules and regulations in creating and maintaining a safe work environment for themselves and colleagues, ensuring all safety equipment and gear are used and worn properly on work site, if applicable. The Department of Transportation's (DOT) mission is to provide for the safe, efficient, and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents. DOT is an equal opportunity employer, committed to recruiting and maintaining a diverse workforce in an open and inclusive environment. The Division of Transportation Planning & Management (TPM) is responsible for the safe, efficient, and environmentally responsible movement of people and goods on the City's streets, supporting the larger goals of economic and social vitality for people living, working, and doing business in New York City. The Division's responsibilities include planning, street design, technical analysis, signs, transit development, freight mobility and markings, ensuring the safety of motor vehicle occupants, pedestrians, and cyclists.</p> <p style="text-align: center;">Minimum Qualification Requirements</p> <p>1. A master's degree in transportation engineering, mathematics, urban planning, architecture, landscape architecture, urban studies, or related physical and social science fields; or 2. A baccalaureate degree in engineering from an accredited college and one year of full-time satisfactory experience performing technical work on roadway transportation and traffic studies and area-wide traffic programs; or 3. A baccalaureate degree from an accredited college and two years of full-time satisfactory experience as described in "2" above; or 4. An associate degree or completion of 60 semester credits from an accredited college and four years of full-time satisfactory experience as described in "2" above; or 5. A four-year high school diploma or its educational equivalent and six years of full-time satisfactory experience as described in "2" above. SPECIAL NOTE: In addition to meeting the minimum Qualification Requirements above: To be assigned to Assignment Level II, the candidate must have an additional year of experience as described in the "Qualification Requirements" listed under "2" above. To be assigned to Assignment Level III, the candidate must have an additional two years of experience as described in the "Qualification Requirements" listed under "2" above.</p> <p style="text-align: center;">Preferred Skills</p> <p>Professional experience in the built environment. Proficiency in MS Word and Excel is required. Previous experience with mapping software (ArcGIS) and Computer-Aided Design (CAD) is preferred but not required. Experience with Access or other database management and with familiarity with graphics and desktop publishing software (InDesign, Illustrator) is preferred but not required.</p> <p style="text-align: center;">Additional Information</p> <p>* Must file for upcoming Open Competitive Transportation Specialist Examinations #3027 open for filing 9/7/22 - 9/27/22.* This position is open to qualified persons with a disability who are eligible for the 55-a program. Please indicate in your resume or cover letter that you would like to be considered for the position under the 55-a program. As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply on line at nyc.gov/studentloans or at nyc.gov/dcas. Note: Less than 2 yrs. City Service - New Hire Rate: \$57,078, 2 or more yrs. City service - Minimum Incumbent Rate: \$65,640</p> <p style="text-align: center;">Residency Requirement</p> <p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p> <p style="text-align: center;">To Apply</p> <p>All resumes are to be submitted electronically using one of the following methods: Current city employees, please log on into Employee Self Service at https://hrb.nycaps.nycnet follow the Careers Link. Job ID #: 544041 All other applicants, please go to www.nyc.gov/careers/search and search for the Job ID #: 544041 No phone calls, faxes or personal inquiries permitted. Only applicants under consideration will be contacted. Most public libraries have computers available for use. For more information about DOT, visit us at: www.nyc.gov/dot.</p> <p style="text-align: center;">Recruitment Contact</p>	
Posting Date: 08/05/2022	Post Until: 08/19/2022

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.