

POSITION DESCRIPTION  
Urban and Regional Planner

**Urban and Regional Planner Intern**

**POSITION SUMMARY**

This position is in the Planning Section of a Department of Transportation region office and offers the opportunity to work in a collaborative and innovative environment. This position will assist planners with various tasks including mapping, research and file coordination. Key tasks may include mapping bicycle/pedestrian accommodations, assisting with a review of safety measures as a result of new bicycle/pedestrian accommodations and freight planning assistance. This position will also assist in general research and analysis as needed. This internship position will function as a member of a diverse team of planners, engineers and technical staff, under the general supervision of the Planning Supervisor.

**GOALS AND WORKER ACTIVITIES**

- 40% A. Map and Analyze Multi-modal Data and Studies
- A1. Assist bicycle and pedestrian coordinators in developing a safety review of multi-modal accommodations in the WisDOT Southeast Region, which may include mapping
  - A2. Assist in the analysis of bike and pedestrian data for use in plans and programs
  - A3. Assist multi modal team in analyzing, developing and addressing policy issues
  - A4. Conduct policy analyses and reviews as requested
- 40% B. Freight Planning and Research
- B1. Assist in the research and analysis of the interaction between freight movement, land use and socio-economic factors
  - B2. Assist in the development of materials for freight planning meetings
  - B3. Work with the metropolitan planning organization (MPO) to obtain regional transit and planning data
- 20% C. File Coordination
- C1. Assist in organization of various files within the team
  - C2. Summarize information available
  - C3. Regularly communicate with management, team members, customers and stakeholders as appropriate

**Safety Responsibilities**

- Follow all Department safety guidelines and standards in order to maintain safe working conditions.
- Report to supervisor all incidents, accidents and near misses that resulted or could have resulted in personal injury or personal injury of a co-worker.
- Wear appropriate personal protective equipment in designated areas.
- Offer safety and health suggestions to co-workers to reduce risk.
- Attend appropriate safety training sessions, as directed.

**Knowledge, Skills & Abilities**

- Knowledge of transportation planning tools and methods, including Geographic Information Systems (GIS) applications, applied statistics, development and application of spreadsheet and database models, and transportation modeling
- Knowledge of transportation planning principles, practices and theory; and of Federal transportation state and metropolitan planning requirements and procedures; and, of the principles of land use planning
- Knowledge of multi-modal planning, transportation demand management and socio-economic planning and principles
- Knowledge of land use/zoning regulations, specifically as they relate to transportation planning
- Knowledge of significant highway plans, studies and projects within the Southeast Region
- Ability to design and conduct quantitative and qualitative studies, perform complex statistical research, and analyze results
- Ability to interpret and use data from multiple databases
- Ability to establish and maintain effective working relationships with associates, subordinate employees, private contractors and consultants, and other agencies, local officials, media, and the general public
- Ability to coordinate and review the work of other planners and technical personnel
- Effective written and oral communication skills that may include: technical writing, oral presentations, negotiations skills, listening skills, etc.
- Effective organizational and time and data management skills
- Analytical and research skills
- Knowledge of Microsoft Office programs