



TRANSPORTATION PLANNER I & II

Position Description

Under general direction and supervision, conducts planning for highways, roadways, transit systems, non-motorized transportation facilities, and public works related programs, and performs a wide range of statistical and spatial analysis (GIS mapping) and transportation demand modeling.

Management and Supervision

This position reports to the Senior Transportation Planner or Director of Planning.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Serves as the Transportation Planner for the Metropolitan Planning Organization (MPO) and performs activities such as corridor studies, roadway and intersection safety and hazard assessments, tracks federal funding programs, helps maintain and develop the short range transportation improvement program, and works on preparing the long range transportation plan.

Assists in coordinating the Surface Transportation Block Grant Program in the Naugatuck Valley region, including project selection, concept development and scoping, scheduling, cost control, and contract administration.

Serves as the Transit Planner for the MPO and works on various transit planning activities, including long and short range transit plans, Transit Oriented Development plans, and elderly and disabled transportation grant programs.

Works on non-motorized transportation planning activities, including long and short range bicycle and pedestrian plans and complete streets programs.

Coordinates and serves as the liaison on transportation, transit, bicycle and pedestrian issues, plans and programs between the communities of NVCOG and CTDOT and federal agencies.

Works on the NVCOG's Highway Performance Monitoring program, including conducting manual traffic counts, installation of traffic counting equipment, conducting travel time studies, conducting research, and developing and maintaining transportation and traffic databases,

Assists with the design, development, loading and maintenance of spatial databases to enable statistical analysis, geographic analysis and mapping using GIS software, and assists with graphic maps and data for multiple corridor studies for analysis and meeting preparations.

Consults with town engineers and public works directors and provides municipalities with technical assistance.

Serve as the NVCOG's Distressed Business Enterprise Liaison Officer (DEBLO) by establishing annual DBE and ASDBE goals and reviewing third party contracts and purchase requisitions for compliance with this program

Set-up and maintenance of the transportation demand model (TransCAD) for the region and micro-scale transportation assessment models; and assists with graphic maps and data for multiple corridor studies for analysis and meeting preparation.

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.

Knowledge and Abilities

Knowledge of

- Federal funding programs and CTDOT policies and procedures
- Principles and practices of transportation planning and traffic engineering, applications, including procedures for project development, implementation and management
- Principles and practices of travel demand modeling and forecasting, and computer simulation packages, such as TransCAD, Cube, TRANPLAN, EMM2 and Synchro
- GIS including data base design and management, programming/customizing, maintenance, mapping and networking.
- Software used to perform GIS activities including object oriented programming, ArcSDE, ArcInfo, and Arc View.
- Local and regional transportation planning, review, and approval processes
- MS Office suite of applications, including Word, Excel, PowerPoint and Access
- Familiarity with software used to perform GIS activities and analyses related to Transportation or Transit planning.

Ability to

- Convey technical concepts to persons with limited technical knowledge.
- Analyze and interpret data to reach logical conclusions.
- Manage multiple and rapidly changing priorities.
- Maintain effectiveness under pressure of variable time constraints and deadlines
- Effectively and coherently communicate technical information verbally to peers, committee members and other interested parties
- Prepare clear, concise, and comprehensive documents, reports, correspondence and other written materials
- Establish and maintain effective working relationships with consultants, developers, property owners, elected officials, community representatives, co-workers, federal and state agencies, and others encountered in the course of the work

Education and Experience

Master's degree from an accredited college or university with a major in transportation planning, urban planning, engineering or a closely related field, and a minimum of three years of increasingly responsible experience or an equivalent combination of training and experience that demonstrates the knowledge and ability to perform duties.

Licenses and Certifications

May need a valid driver's license or the ability to obtain.

Physical Demands and Working Environment

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer and to operate a motor vehicle and to drive to various meeting sites; vision to read printed material and a computer screen; hearing and speech to communicate in person, before groups and over the phone; and strength to lift and carry up to thirty pounds.

Work is performed in a standard office environment with some travel.

May be required to attend evening and weekend meetings.

Compensation and Benefits

The NVCOG has authorized a salary range of \$40-50,000 for this position, commensurate with experience and qualifications. Benefits include a comprehensive health insurance plan, including vision and dental, and a retirement plan.

To Apply: Please submit a cover letter, resume, references and representative examples of your relevant work and writing to Mark C. Nielsen, Director of Planning, NVCOG at: jobs@nvcogct.org. The NVCOG is an equal opportunity employer.

The NVCOG reserves the right to accept in lieu of specific qualifications any combination of training and work experience that in its opinion demonstrates the experience, knowledge and ability to perform the duties.

Applications will be kept in confidence until interviews are completed. Reference and additional supporting documents may be requested from the applicant if the NVCOG decides to advance their application.

Applications will be considered on a rolling basis and positions will remain open until filled. Applications will begin to be reviewed on September 4, 2018.