JOB DESCRIPTION: **TRANSPORTATION PLANNER**
DATE: 04-13-2018

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Road	CLASSIFICATION:	309
SUPERVISOR:	Asst. Road Dept. Director	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 697

GENERAL STATEMENT OF DUTIES: Develop a transportation plan for the County and coordinate the plan with regional and State transportation planning. Perform professional transportation planning and development for Road Department projects and programs; prepare technical studies and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Implement and amend the County's transportation plan in coordination with State and regional planning agencies.

Prepare grant applications for transportation planning, bikeways, bridge replacement, and other programs as they become available.

Respond to requests for comments on proposed land use activities as to their effect on transportation and recommend and approve proposed road improvements as a condition of the development.

Review, analyze, and interpret population and employment forecasts and land development information, and collect traffic counts, accident data, and other information for use in the transportation planning program.

Develop a 3-year capital improvement program for the Road Department balancing revenues with expenses.

Administer the Road Department permitting system to include development of permit forms and specifications, review and approval of access, utility road construction and overload permits, and inspection of approved work for compliance.

Review and update transportation elements of the County Comprehensive Plan.

Coordinate city and community planning alternatives with the County transportation plan.

Serve as Department liaison for emergency management and preparedness efforts both internally for the County and externally to other agencies.

Represent the County at public and inter-jurisdictional meetings, respond to public inquiries, and present reports and recommendations.

Follow all safety rules and procedures established for work areas. Comply with all County policies, rules and procedures.

SUPERVISORY RESPONSIBILITY: Supervision is not a normal responsibility of this position. However, may provide technical direction to other staff while working on related projects.

SUPERVISION RECEIVED: Work under the general direction of the Assistant Road Department Director who assigns and reviews work for conformance to standards.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in engineering, planning, transportation, geography or related field. Five (5) years experience in land use or transportation planning and development or traffic engineering, preferably within a government agency. Any combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

DESIRABLE QUALIFICATIONS: Transportation planning and project development experience which included responsibility for carrying out technical planning projects or research related to transportation.

SPECIAL LICENCES, CERTIFICATIONS, ETC.: Possession of Engineer-In-Training or Engineering Intern Certificate, a valid motor vehicle operator's license, and must be insurable under the County's liability coverage.

KNOWLEDGE, SKILL AND ABILITY: Broad knowledge of the principles and practices of transportation planning, road feasibility and design, and land use planning and development.

Familiarity with the use and operation of computers and general business software, such as word processing and spreadsheets.

Ability to maintain effective working relationships with employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands in the office involve the movement of books, files, equipment, etc., seldom exceeding 20 pounds. Field activities require bending, stooping, climbing, and seldom lifting over 50 pounds.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily office environment with frequent field work requiring walking over various terrain or

other hazards, exposure to traffic and all weather conditions.