

**PIONEER VALLEY PLANNING COMMISSION (PVPC)
TRANSIT PLANNER
TRANSPORTATION DEPARTMENT**

Salary range for the Transit Planner is \$46,519 to \$60,474

DESCRIPTION: Under general supervision, the Transit Planner will provide extensive technical support services to the regional transportation planning for the PVPC's 43-community service area with a focus on transit planning for the Pioneer Valley Transit Authority (PVTA). The ideal candidate values working collaboratively and has an interest in Metropolitan Planning Organization (MPO) activities.

This is not a remote position and will require presence in the office and in the field.

Management and Supervision

This position reports to a Department Director or designee. Entry level incumbents provide professional and technical support to lead staff and acquire more independence with experience.

Essential Duties and Responsibilities

The following duties are typical for this classification. Incumbents may not perform all 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.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Works closely with PVTA staff and contractors to plan bus and van service, including researching regional and customer demographics, compiling and assessing performance measures, and evaluating systemwide impacts;
2. Monitors the operational performance of the PVTA system; maintains and analyzes data and statistics; reports and presents findings;
3. Plans and carries out surveys; tabulates and analyzes data; and reports findings;
4. Meets with stakeholders, neighborhood groups, and transit riders to better understand their mobility needs and concerns;
5. Supports public participation, including setting up and staffing community meetings, producing notices and customer information, summarizing public input, and formulating responsive service recommendations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- computer technology, Microsoft Office, and web-based planning resources;
- the principles and practices of planning or a related field;
- inDesign, Illustrator, SketchUp, R, Power BI and/or similar software.
- emerging trends in transit, multi-modal service planning, and data analysis;
- and general understanding of how local governments work.

Ability to

- use GIS for maps, graphics, analysis, and public outreach;
- analyze, interpret, and evaluate complex problems with creative thinking;
- communicate verbally and in writing;
- establish and maintain highly effective working relationships with directors and staff, committee members, elected and appointed officials, consultants, vendors, and others encountered in the course of work;
- handle multiple projects simultaneously and use good judgment in prioritizing work assignments;
- maintain effectiveness under pressure of variable time constraints and deadlines;
- work productively on multiple projects in a team environment under the pressure of deadlines and conflicting demands.

Special Requirements

Possession of a valid driver's license or access to alternative means of transportation. Ability to ride public transportation to conduct surveys or other data collection activities. Demonstrated competency in the use of office computers and business software.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities may be used to qualify for employment. A typical way to obtain the knowledge, skills, and abilities is described below:

Graduation from an accredited college or university with a degree in transportation planning or related field with 1+ years of relevant professional or internship experience.

Any equivalent combination of education and progressively responsible experience.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that an employee typically must meet to successfully perform the essential functions of the job.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper. Strength, dexterity, and coordination to lift files, stacks of paper or reports, references, audio/visual equipment, and other materials weighing up to 20 pounds; to reach for items above and below desk level; and to bend, reach, squat, and stoop to access files and records. Manual dexterity and cognitive ability to operate a personal computer. Ability to communicate via telephone. Ability to ride public transportation (bus and train).

In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS: Work is typically performed under the following conditions:

Position functions indoors in an office type environment where most work is performed at a desk. Working environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur. Position requires using public transportation to conduct

surveys or other data collection activities, regular attendance at offsite meetings and evening meetings and requires travel to deliver and pick up materials. Travel duties will result in some exposure to outdoor weather conditions.

FLSA Status: Non-exempt