

PIONEER VALLEY PLANNING COMMISSION (PVPC)
TRANSPORTATION PLANNER
TRANSPORTATION DEPARTMENT

Salary range for the Transportation Planner is \$52,464 to \$68,202

DESCRIPTION: Under general supervision, the Transportation Planner will provide extensive regional transportation technical support services to the PVPC's 43-community service area. The ideal candidate values working collaboratively and has an interest in Metropolitan Planning Organization (MPO) activities.

This position requires presence in the office and the field.

Management and Supervision

This position reports to a Department Director or designee.

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 under the direction of senior staff to plan transportation services in a specific mode, including researching regional demographics, compiling and assessing performance measures, and evaluating systemwide impacts;
2. Has a basic understanding of Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) rules and regulations;
3. Plans and carries out surveys; tabulates and analyzes data; and reports findings;
4. Generates maps and analyzes spatial data using planning software;
5. Works under the direction of senior staff to coordinate with stakeholders, neighborhood groups, and transit riders to better understand their mobility needs and concerns;
6. Supports public participation, including setting up and staffing community meetings, producing notices and customer information, and summarizing public input;
7. Under the direction of senior staff, conducts short-range transportation studies and subcomponents of long-range transportation studies;
8. Advances transportation planning tasks included as part of the annual Unified Planning Work Program (UPWP) under the direction of senior transportation staff.
9. Performs in-field data collection activities to advance ongoing transportation planning studies.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Ability

Knowledge of

- computer technology, Microsoft Office, and web-based planning resources;
- the principles and practices of transportation and or transit planning;
- ArcGISPro, Power BI and/or similar software;

- Massachusetts Department of Transportation (MassDOT) standards;
- specialty transportation planning software such as Synchro, HCS, TransCAD, etc.

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;
- work with staff to advance regional transportation planning activities;
- work productively on multiple projects in a team environment under the pressure of variable time constraints, deadlines, and conflicting demands.

Special Requirements

Possession of a valid driver's license or access to alternative means of transportation. Must have legal authorization to work in the United States. Demonstrated competency in the use of office computers and business software. Ability to ride and move around on public transportation vehicles, such as buses and trains, to conduct surveys and perform other data collection activities. Ability to work outside of the office to install traffic counting equipment. Occasional attendance at evening meetings.

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 0-3 years of relevant professional or internship experience. A master's degree in a relevant field may be substituted for 2 years of professional 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; 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 and move around on public transportation vehicles, such as buses and trains, to conduct surveys and perform other data collection activities. Ability to occasionally assist in the installation of traffic count equipment using a 3-lb hammer.

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

SUPERVISORY RESPONSIBILITY

May supervise interns on specific project level assignments.