



## BARNSTABLE COUNTY JOB DESCRIPTION

<b>Title:</b> Transportation Planner	<b>Classification:</b> Cape Cod Commission
<b>Department:</b> Cape Cod Commission	<b>Grade:</b> 8
<b>Reports to:</b> Technical Services Director/Transportation	<b>FLSA Status:</b> Exempt
<b>Effective Date:</b> July 1, 2016	<b>Union Status:</b> Non-represented

### Summary

Professional, technical, and administrative work necessary to support regional transportation planning efforts including data collection, interpreting data, analyzing data, and creating transportation plans, utilizing AutoCAD, Geographic Information System, and other appropriate tools; all other related work as required.

### Essential Functions

*The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Participates in the development of transportation plans for Barnstable County in conformance with U.S. and MA Department of Transportation requirements to access federal and state transportation funding for the region. Participates in the development of required certification documents including the Cape Cod Regional Transportation Plan (RTP) and Cape Cod Transportation Improvement Program (TIP) and the Cape Cod Unified Planning Work Program (UPWP).

Develops studies, collects and analyzes data, and interprets results for a variety of transportation related projects performed for the region, primarily under the UPWP. Determines data collection requirements and methodology using accepted practices and techniques. Develops and integrates databases necessary to support regional planning efforts. Analyses include use of specialized techniques and software; may include development of new methodologies as required. Presents results to Commission staff, local, regional and state officials and members of the public in written and oral format.

Participates in monthly meetings of the Cape Cod Metropolitan Planning Organization (MPO) and Cape Cod Joint Transportation Committee (CCJTC) including preparation of meeting materials and presenting information. Participates in meetings with local, regional and state agencies.

Reviews Transportation Impact Assessment Studies (TIAS) for Developments of Regional Impact and environmental notification forms. Provides written comments and presents information to Commission members in public meetings and hearings.

Participates in Regional Economic Strategy Executive Team projects.

Performs technical work analyzing complicated data sets making use of Geographic Information System, AutoCAD, and transportation modeling software, requiring the accurate application of accepted standards of performance and departmental practices. Uses one or more specialized land use computer models to prepare regional forecasts. Validates models in compliance with state and federal requirements.

Creates and maintains transportation databases to manage data for vehicular traffic counts, transportation project management, vehicular crashes, travel time studies, pavement management, and others as required.

Conducts field work including manual turning movement counts, setting up automated traffic recorders, assessments of pavement condition, and roadway safety audits.



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Performs similar or related work as required, directed or as situation dictates.

### **Supervision Received and Exercised**

Works under the general direction of the Technical Services Director/Transportation. Functions independently, referring problems to supervisor only when clarification or interpretation of policy or procedure is required. Employee may provide direction to others in areas of expertise and may exercise supervision over employees' and consultants' work on specific projects in a project management capacity.

### **Qualifications**

#### **Education and Experience**

Bachelor's Degree from an accredited college or university in transportation planning, engineering, land use planning or related and one year of experience, including experience in analytical techniques and policy formulation; Master's Degree preferred; or an equivalent combination of education and experience.

*Knowledge of:* transportation planning principles and practices, relevant land use planning, economic, sociological and environmental impacts of traffic and transportation projects; modeling and analysis; local Cape Cod economic, political and social environment helpful.

*Ability to:* plan, organize, analyze problems, prepare reports and formulate and implement recommendations; establish and maintain effective working relationships with a variety of public and community officials, and the general public; manage multiple assignments and meet deadlines; understand the region's political environment and sensitivities; recognize Commission and regional priorities and work cooperatively and collaboratively to support their accomplishment.

*Skill:* analytical, quantitative, organizational, writing, presentation, interpersonal/collaborative communication, resourcefulness and discretion; computer skills that encompass effective use of modeling, word processing, spreadsheet, project management, presentation, email and internet browser software.

*Required Licensing/Certification:* A valid U.S. Driver's License

#### **Job Environment**

Most work is performed under typical office conditions with moderate noise; occasional evening and/or weekend work is required. The volume of work is sometimes affected by funding deadlines and other time constraints. Operates a computer and general office equipment; operates an automobile.

#### **Physical Requirements**

*The physical demands described 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.*

Minimal physical effort required; occasional light physical effort required when moving equipment, file boxes, etc., requiring an ability to move/transport up to 25 pounds. Exposure to potentially dangerous environments when conducting field work. Position requires the ability to operate a keyboard and general office equipment at efficient speed and view computer screens for an extended period of time. Frequently conveys information in meetings and with the public. Operates automobile to perform County-wide travel to transact business.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Equal Opportunity/Americans with Disabilities Act Employer*