

**South Central Region Council of Governments (SCRCOG)
Job Description**

Job Title	Transportation Planner
Department	Transportation Planning
Category	Full-Time
FSLA	Hourly
Pay Grade	
Report to:	Deputy Director/Director of Transportation
Supervises:	None

Position Summary/Purpose:

The Transportation Planner performs general transportation and transit planning work. Assist preparing Transportation Planning Documents for the MPO.

Essential Job 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.)

Transportation Planner:

- Works as directed on transportation and land use programs, and/or agency projects.
- Reviews state and federal programs to remain current on transportation and land use planning.
- Develops the Unified Planning Work Program (UPWP every 2 years),
- Organizes and manages the annual consultant selection process as directed for UPWP studies, including solicitation, selection, contracts, study progress, invoice processing and finalization.
- Manages consulting contracts, including developing the scope of work, developing the budget, and interviewing and selecting consultant(s); supervising consultant(s) and monitoring compliance with contract terms as directed.
- Reviews draft consultant reports and work products with the Executive Director, Director of Transportation Planning, and Principal Transportation Planner
- Assists with preparation of final publishable material.
- Supports the development and maintenance of the Metropolitan Transportation Plan (MTP-20-year goals that are updated every 4 years), Transportation Improvement Program (TIP), and Local Transportation Capital Improvement Program (LOTICIP).
- Supports planning and programming objectives via a public outreach program defined in SCRCOG's "Public Participation Guidelines".
- Reviews projects and studies to ensure compliance with Environmental Justice and Limited English Proficiency goals and acts as liaison to various coalitions and groups.

- Assists with the design, development, loading, and maintenance of spatial databases to enable statistical analysis, geographic analysis and mapping using GIS software.
- Provides and presents reports, maps, and charts of data for analysis.
- Supports agricultural programs in the region related to freight and transportation, including serving on the Board of CT Resource Conservation and Development.
- Coordinates Sustainable CT initiatives and programs, and provides technical support related to Sustainable CT to SCRCOG municipalities, especially as it pertains to UPWP activities.
- Provides support with the administration of the SCRCOG Regional Hazard Mitigation program.
- Assists regional planning staff with programs related to recreational trails, resilience and climate change, and the plan of conservation and development.
- Assists in the preparation of the SCRCOG Board, Executive Committee, and Transportation Committee meeting agendas and minutes.
- Additional responsibilities include attending SCRCOG Board meetings as well as SCRCOG-related meetings with municipal, state, and federal entities; attending meetings, conferences, workshops, and training sessions to enhance knowledge and skills; identifying opportunities for and providing technical informational and planning assistance to member municipalities; collaborating with adjacent Councils of Governments as needed; and assisting the Director of Transportation Planning, Finance Director, and Executive Director as needed or directed.

Minimum Required Qualifications:

Education, Training and Experience:

To be considered, applicants must have a bachelor's degree from an accredited university in urban or regional planning, transportation planning, public administration, public policy, political science, or a related field, and 5-7 years of professional experience ideally in a planning-related organization; or any equivalent combination of education, training and work experience.

Special Requirements:

Must have and maintain: Valid CT Driver's License

American Institute of Certified Planners Certification desired

Knowledge, Ability and Skill:

- Principles and practices of planning include an understanding of key current transportation, land use, environmental, and housing related planning concepts.
- Knowledge of Connecticut municipal operations.
- Research methods and analysis.
- Project development, implementation, and management.
- Foundations of Geographic Information Systems utilization for planning purposes.

- Research and analyze current trends in regional planning and services.
- Communicate clearly and effectively orally and in writing, including the editing, oversight, or preparation of technical reports, and the presentation of information.
- Coordinate and facilitate meetings both in person and hybrid.
- Establish and maintain effective working relationships with SCRCOG Board, staff, municipal leaders, federal and state agencies, and other community stakeholders.
- Organize, coordinate, and prioritize multiple project assignments.

Job Environment:

Office work is performed in a moderately quiet office. Field work is performed outdoors in all weather conditions and often on uneven, wet terrain, including construction sites and undeveloped lands.

Requires the operation of a vehicle, the operation of telephones, computers including an advanced GIS program, copiers, facsimile machines, and other standard office equipment.

Makes constant and periodic contact with Regional, State and Federal agencies, departments and organizations; municipal departments and staff, residents, developers, attorneys, commission members, engineers, surveyors, architects, archaeologists, and the general public. Communication is frequently in person, by telephone, fax, email, and in writing. Contacts require confident, tactful presence and calm demeanor.

Errors in judgment or omissions could result in delay in service, injury to self, rework and legal ramifications and potential liability and loss of funds.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non weather related –extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Other-Driving		X		

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3

Standing		X		
Walking		X		
Sitting				X
Talking & Hearing			X	
Using hands/fingers to handle/feel/type				X
Climbing or balancing		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms				X
Smelling	X			
Bending, pulling, pushing -filing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)		X		
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)	X			
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)