



City of Tempe

TRANSPORTATION PLANNER+

JOB CLASSIFICATION INFORMATION				
<i>Job Code:</i>	329		<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Public Works		<i>Salary / Hourly Minimum:</i>	\$66,571
<i>Supervision Level:</i>	Non-Supervisor		<i>Salary / Hourly Maximum:</i>	\$89,871
<i>Employee Group:</i>	NSU		<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified		<i>Market Group:</i>	Sr. Planner
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the professional transportation planning series. Incumbents of this class perform moderately difficult professional planning work. This class is distinguished from the Senior Transportation Planner+ in that the latter class involves work of greater size, complexity, creative demands and public relations problems in assigned projects or functions. As assigned responsibilities, breadth of knowledge, increase in experience, responsibility of management of complex planning and capital development programs, and registration is received, a Transportation Planner may reasonable expect their positions to be reassigned to the next higher class of Senior Transportation Planner+.

REPORTING RELATIONSHIPS

Receives direction from a Deputy Public Works Manager, Traffic Engineering Supervisor, or from other supervisory or management staff.

May exercise technical and functional supervision over paraprofessional and technical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of professional planning experience in transportation planning or architectural design.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, transportation engineering, architectural design, transportation planning or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional planning

work in the areas of architectural planning, transportation planning, and transit planning; and to act as project manager of assigned projects.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Coordinate and provide design, technical support, and project management functions for all bicycle, pedestrian and transit capital improvement projects, including neighborhood pedestrian design and traffic calming programs, and bicycle and pedestrian plan implementation.
- Provide technical engineering, planning, or architectural support services relative to assigned area of responsibility; provide assistance to construction inspectors in the interpretation of plans and resolutions of problems during construction; coordinate rights of way issues and acquisitions with city real estate and property specialists; work with engineering and other staff on major street and intersection improvement projects.
- Develop transit oriented design guidelines and coordinate implementation through development review process.
- Coordinate and administer professional services contracts, payments, grant reimbursements, and other required documentation.
- Administer and coordinate federally funded projects; develop grant applications and design concept reports.
- Participate in the planning, design, and project management of major transit capital projects including transit centers, rail studies and implementation, standard and artistically designed bus stop improvement and installation programs, new and retrofit landscaping projects, and fueling facilities, including alternate fuels and electric charging stations.
- Coordinate with traffic engineering, traffic operations, engineering and other city divisions and departments for bus priority treatments and intelligent transportation system applications, design and installation including bus pull-outs, signal timing technologies, dedicated bus lanes and "queue jumpers."
- Participate in the planning and development of the city's capital improvement plan as it relates to transit facilities, bicycle and pedestrian improvements, mass transit stops, street improvements, and neighborhood traffic management planning; provide capital improvement and operating budget estimates for transit related projects.
- Work with the city's Community Outreach and Marketing section and other city staff to coordinate public/neighborhood involvement and consensus building on capital projects as needed.
- Physically present to perform the duties of the position.

When assigned to the Light Rail Transit (LRT) project:

- Manage the transportation planning process for the LRT division; responsible for oversight of the corridor planning process for implementation of high capacity transit; serve as City Liaison to Valley Metro Rail for corridor planning; serve as City liaison to Valley Metro Rail for corridor planning; work with affected neighborhoods and businesses during the planning process; and manage a technical committee for the City during the development of transportation options.
- Provide general oversight to the City in the implementation of the transportation overlay district; manage the light rail station area planning activities; review various development proposals around light rail stations.
- Assist in the implementation of the environmental mitigation program with the environmental manager for the LRT project and other agencies responsible for environmental compliance activities to assure the necessary environmental mitigation plans are being adhered to during construction of the LRT project; respond to inquiries; render technical assistance to resolve environmental issues; identify, administer and analyze necessary environmental reports; and act as the technical liaison between the City, LRT Project and sub-consultants on environmental issues.
- Apply knowledge of city, state and federal laws, regulations and ordinances governing land use and transportation; knowledge of transportation and environmental planning principles and terminology relevant to the project development process.
- Communicate effectively and work with a wide range of individuals; represent the City at various public meetings.

When assigned to Transportation Studies and Design:

- Assist with the City's Neighborhood Traffic Calming Program.
- Manage the traffic control and barricading program for the City and private development.
- Manage event planning and traffic control for events
- Negotiate intergovernmental agreements between government agencies (i.e. ADOT; UPRR) and private parties relative to joint construction projects and/or maintenance agreements.
- Participate on the MAG Streets Committee in prioritizing and allocating Federal funds for various streets projects for City, County, and State projects. Serve on the city's Events Task Force.
- Work in conjunction with the Planning and Engineering Division to discuss and evaluate future plans for mass transportation, freeways, and street planning.
- Serve as the City's liaison to the Arizona Department of Transportation to protect the City's interests in matters of cost, road closure, lighting, and design standards.
- Represent the City in negotiations with the railroads on issues of access, right-of-way, and crossing design.
- Develop criteria standards and specifications for the City's street lighting, mass transit stops, streets and freeway systems.
- Administer and/or participate in pre-design, construction and public input for major freeway construction projects.
- Participate on the Transportation Committee.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective February 2001

Incorporated Trans. Eng. Planner description March 2005

Revised March 2005 (implemented LRT assignment, updated distinguishing characteristics between the two levels)

Revised February 2006

Revised June 2006