



City of Tempe

SENIOR TRANSPORTATION PLANNER+

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	375	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Public Works	<i>Salary / Hourly Minimum:</i>	\$73,486
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$99,206
<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	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the professional transportation planning series. Employees within this class are distinguished from the Transportation Planner+ by the greater complexity of the assignments received and by the greater independence with which an incumbent is expected to operate. Incumbents are expected to complete complex transportation planning assignments requiring the use of judgment and initiative in development solutions to problems, interpreting general policies, and determining work assignments. Employees at this level receive only occasional instruction or assistance as new and unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in the class are flexibly staffed and are normally filled by advancement from the lower class of Transportation Planner+; or when filled from the outside, require prior advanced technical or professional transportation planning work experience. Appointment to the higher class requires that the employee perform a higher complexity of transportation planning work including managing complex planning and capital development programs and have at least two years of responsible transportation planning experience equivalent to that of a Transportation Planner+.

REPORTING RELATIONSHIPS

Receives direction from a Deputy Public Works Director, or from other supervisory or management staff.
 May exercise direct supervision over professional, technical, and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible professional transportation planning experience, including management of complex planning and capital development programs involving multiple projects. Possession of a Master's degree in Urban or Transportation Planning or a related field, or certification as a Certified Planner from the American Institute of Certified Planners, may substitute for one year of transportation experience.
<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.

In addition to the above duties, the Senior Transportation Planner may:

- Must manage complex planning and capital development programs such as the Bicycle and Pedestrian Improvements, Bus Stop Improvement, and Neighborhood Traffic Management. This includes management of formal and informal management teams. Assembling teams, defining scope and schedule review, setting performance objectives, making assignments, monitoring progress, reviewing the work, resolving issues and conflicts, reporting findings and recommendations, documenting approvals and accountability for project process and end product.
- May exercise responsibility for major transportation planning projects or studies such as light rail corridor planning, comprehensive transportation plan development, air quality plans, parking and transportation demand management, transportation model development and maintenance.
- Must conform to city, state and federal policies, rules and regulations pertaining to all modes of transportation planning.
- May administer and/or participate in the evaluation of existing and potential transit services and make recommendations for service, program and policy changes.
- Must coordinate specification development, public input, and other major pre-design elements of transportation capital projects.
- Must participate in meetings to address and resolve neighborhood complaints, concerns or inquiries involving the city’s transportation plan or activities.
- May administer and/or coordinate the city’s transportation model and inputs/outputs related to the regional transportation model.
- May perform other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
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
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

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