

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Transportation Planner

UNION:231

DEPARTMENT: Public Works, Engineering

SG:6

CS:N

FLSA:N

EEO4CODE:PR

JOB SUMMARY:

Performs professional level technical work involving short and long-range transportation planning in an engineering environment. Responsible for review of anticipated transportation impacts from private development proposals; forecasting and programming transportation facility needs by analyzing land use and transportation trends; coordinating with County, State, and regional transportation planning organizations; researching and analyzing technical and policy issues on pedestrian, bicycle, transit and roadway transportation needs; conducting public involvement sessions for transportation projects and programs; assisting in determining transportation GIS needs and applications; and providing transportation policy and technical support to City managers, elected officials, consultants and developers. Requires the ability to understand changes to a wide variety of public agency grant funding programs, criteria, funding levels and deadlines.

SUPERVISORY RELATIONSHIP:

Reports to the Public Works Engineering Development Manager. Works under general supervision and the guidance of City and Departmental regulations, policies, guidelines and standards.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Reviews development proposals for transportation concurrency evaluation, right-of-way dedication, street frontage improvement requirements, calculation of transportation impact fees, and review of transportation impact analyses. Participates in multi-departmental pre-application meetings to explain and answer questions about transportation improvement requirements from applicants, developers, and consultants.
2. Prepares requests for proposals (RFP) and requests for qualifications (RFQ) and serves as project manager for in-depth transportation corridor and intersection studies. Project management includes consultant oversight, coordination, scheduling, review and approval of invoices, and assuring receipt of deliverables on-time and within project budget.
3. Leads, or participates in multi-agency transportation planning studies/alternatives analysis; reviews completed or in progress transportation studies/alternatives analysis.
4. Recommends transportation policies, programs, improvements, and funding opportunities. Organizes and leads public participation opportunities, such as public open houses, neighborhood meetings, and public hearings.
5. Leads and participates in the creation, implementation, and updating of pedestrian and bicycle master plans, the Growth Management Act (GMA) required periodic update of the Comprehensive Plan Transportation Element. Participates in the periodic update to the

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- transportation plans of partner agencies, such as Whatcom Transportation Authority (WTA), Whatcom Council of Governments (WCOG), and Washington State Department of Transportation (WSDOT).
6. Researches grant funding organizations and opportunities, monitors changes to funding cycles and criteria, and prepares multiple grant funding applications for preliminary engineering, design, right-of-way acquisition, and construction of transportation infrastructure improvements. Identifies and secures funding partnerships with other agencies, such as local universities and other institutions.
 7. Coordinates the development and reviews the accuracy of transportation modeling programs by the Metropolitan/Regional Transportation Planning Organization (MPO/RTPO) to evaluate and support both the countywide and citywide transportation analysis zones in the regional travel demand model.
 8. Coordinates with Public Works and Planning GIS staff to update the citywide multimodal transportation concurrency management program, infrastructure improvements made to the citywide multimodal transportation system, and the update and publication of the Transportation Report on Annual Mobility (TRAM). Coordinates with staff to integrate land use, housing, employment and land supply GIS information into MPO/RTPO transportation modeling systems.
 9. Prepares comprehensive plan, urban growth area annexation, and neighborhood plan revisions related to pedestrian, bicycle, trail and roadway transportation facility needs.
 10. Administers citywide transportation planning programs such as Transportation Impact Fee (TIF), Multimodal Transportation Concurrency, TRAM, Transportation Improvement Program (TIP), and, along with the City Engineer, serves as primary staff to the Transportation Commission appointed by the Mayor.
 11. Researches, develops, and presents an annual Six-Year Transportation Improvement Program, per State law requirements.
 12. Researches, writes, and implements transportation-related development code updates and amendments as well as updates to the Public Works Development Guidelines and Improvement Standards.
 13. Prepares requests for changes to federal functional classification of arterial streets and coordinates with WCOG (MPO/RTPO) to submit applications to WSDOT.
 14. Prepares staff reports with maps and graphics. Prepares and makes presentations on transportation planning projects and issues at public meetings to the Transportation Commission, Planning Commission, City Council, Neighborhood Associations, and a wide variety of public agencies, institutions, non-profits, businesses, and organizations.
 15. Participates in monthly meetings and serves in a technical advisory capacity to the WCOG(MPO/RTPO) and WTA.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Land use planning principles, concepts, functions and processes.
- Transportation planning principles, standardized practices, and nationally recognized manuals and guidelines related to transportation planning, transportation studies and transportation demand management principles and programs.
- Integrated relationship between land use, transportation, employment, and housing.
- Current local, state and federal laws related to growth management and transportation planning, as well emerging best practices and innovations in the field.
- Neighborhood traffic management programs and traffic calming concepts.
- Wide variety of current state and federal transportation grant funding programs, application criteria, and requirements to secure grant funding.
- Working knowledge of transportation modeling software and integrated GIS database software.

Skill in:

- Use of desktop computer software including email, word processing, spreadsheets, and permit tracking software.
- Excellent oral and written communication skills for understanding by a wide variety of audiences with varying levels of familiarity with transportation planning practices.
- Excellent public presentation skills and ability to explain technical issues to the public.

Ability to:

- Work independently in carrying out position responsibilities.
- Assimilate diverse opinions and formulate practical City goals, policies and plans.
- Establish and maintain effective working relationships with diverse groups including fellow employees, City officials, governmental agencies, community groups, developers, transportation consultants, and the general public.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the position, including:
 - Correctable visual acuity to read a computer monitor and typeset page;
 - Fine finger dexterity to manipulate computer keyboard and mouse;
 - Communicate verbally, in person and over the phone.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with occasional work in the field, exposing employee to inclement weather and traffic hazards. Some travel is involved in the work.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's Degree in urban planning, civil or transportation engineering, or related field.
- One year of professional urban transportation planning experience required.
- Demonstrated experience in creation and implementation of transportation plans preferred.
- Demonstrated experience in project management of complex transportation studies preferred.

- Demonstrated experience in securing state and federal transportation grant funding preferred.
- Membership in national professional planning and/or engineering organizations preferred.
- American Institute of Certified Planners credentials, Professional Engineering license, Advanced AICP Certified Transportation Planning (CTP), or Professional Transportation Planning (PTP) credential preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver’s license and good driving record. Must submit a three-year driving abstract prior to hire
- Employment contingent upon passing a criminal conviction and local background check.

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1/00

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