CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Transportation Planner I/II** **UNION:231**
SG:5/6
DEPARTMENT: **Public Works, Engineering** **CS:N**
FLSA:N
EEO4/SOC CODE:PR/19-3051

JOB SUMMARY:

Performs professional level technical work involving short and long-range transportation planning in an engineering environment. Responsible for the 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; coordinating with City staff on public involvement sessions for transportation projects and programs; assisting in determining transportation GIS needs and applications; and providing transportation policy and technical support. 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 applicable federal, state, and local statutes, regulations, policies, procedures, and contractual agreements. May provide technical guidance and day-to-day direction to lower-level staff, volunteers, interns, and work study students.

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. Participates with other City staff and stakeholders in 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 and the Growth Management Act (GMA) required periodic update of

the Comprehensive Plan Transportation Element. Participates in the periodic update to the 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 of 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 other transportation plans and reports as needed. 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 including but not limited to Transportation Impact Fee (TIF), Multimodal Transportation Concurrency, Transportation Report on Annual Mobility, Transportation Improvement Program (TIP), Local Road Safety Plan, and, along with the City Engineer, serves as support staff to the Transportation Commission appointed by the Mayor.

11. Researches, writes, and implements transportation-related development code updates and amendments as well as updates to the Public Works Development Guidelines and Improvement Standards.

12. Prepares requests for changes to federal functional classification of arterial streets and coordinates with WCOG (MPO/RTPO) to submit applications to WSDOT.

13. 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, Neighborhood Associations, and other organizations.

14. 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.
- 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 understandable to 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 completing position responsibilities.
- Assimilate diverse opinions and formulate practical City goals, policies, and plans.
- Establish and maintain effective working relationships with diverse groups including City employees and officials, governmental agency staff, community groups, developers, transportation consultants, and the general public.
- Maintain consistent and punctual attendance.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions of the position, including:
  - Detect, process, and interpret data on a computer screen,
  - Detect and evaluate sound quality and distinguish tones using office equipment.
  - Operate a keyboard, mouse, and other office equipment.
  - Communicate in person and over the phone.

WORKING ENVIRONMENT:

.
Work is performed primarily in an office setting with long periods of sitting or standing. Occasional work in the field, exposing employee to inclement weather and traffic hazards. Some travel to various worksites or meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

This job description documents the full range of duties for a Transportation Planner I and II at the City of Bellingham. Positions will be filled at the appropriate level based on requisite experience, training, and certifications.

Incumbents in Transportation Planner I may receive a non-competitive promotion when they meet minimum experience and training requirements for Transportation Planner II and demonstrate capability to perform the full range of functions independently under general supervision and guidance, provided adequate work and funding are available.

Transportation Planner I

- Bachelor's Degree in urban planning, civil or transportation engineering, or related field.
- One year of professional urban transportation planning experience required.
- Experience in creation and implementation of transportation plans preferred.
- Experience in development of complex transportation studies preferred.
- Demonstrated knowledge of state and federal transportation grant funding processes 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.

Transportation Planner II

- Bachelor's Degree in urban planning, civil or transportation engineering, or related field.
- Four years of professional urban transportation planning experience required.
- Demonstrated experience in creation and implementation of transportation plans.
- Experience in development of complex transportation studies.
- Demonstrated knowledge of state and federal transportation grant funding processes.
- American Institute of Certified Planners credentials, Professional Engineering license, Advanced AICP Certified Transportation Planning (CTP), or Professional Transportation Planning (PTP) credential required.
- 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 I background check.

PREPARED BY: C. Williams
S. Mahaffey
1/00

REVIEWED BY:_____
Chad Schulhauser, Asst. Director
Public Works, Engineering

REVISED BY:
C. Comeau
B. Baldwin
C. Schulhauser
R. Delker
A. Sullivan
2/19
B.Baldwin

REVIEWED BY:_____
Eric Johnston, Director
Public Works

J. Pfundt
M. Barrett
8/23