



CLASSIFICATION TITLE: Transportation Planner	JOB NUMBER: JP-0304	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Public Works Capital Projects Manager	PAY GRADE: 22	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs professional-level transportation planning work pertaining to routine transportation planning and activities pertaining to street transportation capital planning, management plans, policies, city growth and development, and related work as apparent or assigned. Work is performed under the general direction of the Public Works Capital Project Manager or designee (supervisor).

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of Teamwork, Integrity, and Excellence promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Advances the City's transportation vision by leading planning, programming, and coordinating activities that improve safety, mobility, and access for people of all ages, abilities, and mode of travel. Lead updates to the City's Transportation System Plan incorporating related regional modal plans (bicycle, pedestrian, transit, freight) to ensure consistency with the Comprehensive Plan, Complete Streets policy, Vision Zero/safety strategies, and ADA Transition Plan.
- Draft, evaluate, and recommend transportation policies, standards, level-of-service and concurrency metrics, and prepare code amendments and staff reports for Council action.
- Prepare and maintain the annual Transportation Improvement Program (TIP) and coordinate listing in the Statewide Transportation Improvement Program (STIP).
- Identify and pursue grants, exercise professional judgement in developing competitive applications, and manage grant compliance, schedules, and reporting.

- Collaborate with the Traffic Engineer and engineering group on defining project purpose and need, scoping, alternatives analysis, concept designs, preparation of planning-level cost estimates, and developing performance measures.
- Develop, evaluate, and interpret multimodal corridor and intersection studies including operational analysis based on the Highway Capacity Manual (HCM), safety analysis, access management, speed management, and traffic calming. Utilizes consultants as necessary to perform these functions.
- Review development proposals for transportation impacts and traffic impact analyses (TIAs) and recommend mitigation consistent with the city's concurrency program and Public Works development standards.
- Coordinate with the Regional Transportation Planning Organization (RTPO), regional transit agency, state department of transportation, and adjacent cities and counties on transportation planning, grants, and technical assistance.
- Plan and facilitate public outreach related to transportation projects.
- Serves as City representative with the public on transportation planning and attends or provides presentations to Council, Board and Commission meetings as assigned.

KNOWLEDGE, SKILLS & ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State and local laws, rules, codes and regulations related to assigned activities.
- Federal and State regulatory agencies, procedures, jurisdictions and requirements.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures and techniques.
- Principles, practices, methods, and techniques of transportation planning, transportation design, and project management.
- Development regulations and state regulations affecting transportation planning and concurrency.
- Manual of Uniform Traffic Control Devices (MUTCD), American Association of State Highway and Transportation Officials (AASHTO), Washington State Department of Transportation (WSDOT) standards, protocols, specifications, and guidelines for transportation planning and design.
- Math skills, including statistical analysis.
- Travel Demand Modeling process
- Principles, practices and operation of Geographic Information Systems.

Skills and abilities to:

- Read, interpret, explain and apply Federal, State, regional and local transportation plans, guidelines, standards, and regulations.
- Collect, prepare and analyze transportation plans and studies.
- Research and evaluate transportation issues and make recommendations.
- Exercise professional planning or engineering judgement to achieve results consistent with goals, policies, and regulations.
- Learn policies and objectives of assigned program and activities and function within those parameters.
- Prepare applications and administer transportation related grants from various local, State, and Federal agencies.
- Perform mathematical operations quickly and accurately.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Prepare and deliver effective oral presentations to Boards, Commissions, community groups and the general public.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently using professional judgement, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a Windows computing environment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.

EDUCATION AND EXPERIENCE

- Bachelor's degree with coursework in transportation planning, transportation/traffic engineering, or related field that provides the advanced knowledge customarily required for professional transportation planning, and four (4) years of progressively responsible experience in transportation planning and/or transportation engineering, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

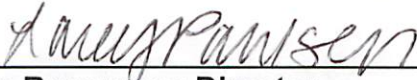


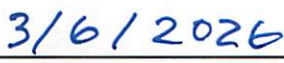


The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above 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.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date