

Job Description

Title: Transportation Planner

Category: Full Time Professional

Supervisory Responsibilities: None.

Primary Contracts: MassDOT, LRTA, other local, state and federal transportation- related contracts.

Salary Range: \$55,000-\$75,000 annually, depending on qualifications

Job Responsibilities:

1. Public Interface Responsibilities

- Make occasional presentations to the public, as well as to local, state and federal officials, the business community and advocacy groups;
- Maintain effective working relationships with local communities, advocacy groups, consultants, and the public;
- Respond to inquiries from the public, local communities, and state and federal agencies regarding NMCOG's transportation planning projects; and
- Participate in transportation-related technical committees, advisory committees, working groups and task forces, as appropriate.

2. Technical Responsibilities

- Provide technical support as staff for the Northern Middlesex Metropolitan Planning Organization (MPO);
- Maintain current knowledge of local, state and federal transportation planning issues;
- Collect, organize and analyze data for the region's transportation projects, studies and activities, including traffic count data, crash data, and pavement condition inventories;
- Performs field work including traffic counts, turning movement counts, parking utilization counts, crosswalk and bicycle/pedestrian infrastructure audits.
- Perform technical analysis and calculations, in accordance with standard and accepted transportation planning and engineering standards and practices;
- Maintain and update transportation-related databases; and
- Develop and prepare transportation-related technical studies and reports.

3. Required Skills

- Strong technical, written, and oral communication skills
- Professionalism and diplomacy

- Public presentation skills
- Time management and organizational skills
- Computer literacy: Working knowledge of computers and Microsoft Office and Outlook, and knowledge or ability to learn Highway Capacity software, pavement management software, and other technical software programs.

5. Minimum Qualifications

- Bachelor's degree in planning, engineering, or related field
- Three years of professional experience in planning or engineering
- Strong technical skills in the areas of travel demand management and capacity/LOS analysis
- Familiarity with the MPO and transportation planning processes

6. Physical Requirements

- The ability to operate a computer and standard office equipment
- A driver's license and travel across the region and the state. Travel requires using a personal vehicle on NMCOG business on a year-round basis.
- Ability to perform field work which includes standing, sitting and walking, and some lifting and bending for installing traffic counting equipment along area roadways.
- Attendance at evening meetings required occasionally

Please send resume and cover letter to Beverly Woods at bwoods@nmcog.org no later than October 31, 2021.