

# NOACA Job Description

NOACA is an Equal Opportunity Employer

<b>Position:</b> Planner/Engineer III	<b>Division: Transportation Planning and Engineering</b>
<b>Title:</b> Transportation and/or Environmental Planner	<b>Salary Range:</b> Minimum \$55,064 – commensurate with experience
<b>Job Description:</b> This position involves the application of advanced planning skills to assigned tasks, under moderate supervision in an office environment. The Planner/Engineer III is an advanced-level position under direct supervision. The Planner/Engineer III is responsible for handling tasks and/or larger projects or sub-projects, as assigned. The Planner/Engineer III must be able to develop, with the supervisor, a work plan for any task or project assigned. The Planner/Engineer III may work on transportation and/or environmental planning efforts, as assigned at the time of hire, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency.	
<b>Duties and Responsibilities:</b> The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.	
<b>Technical:</b> <ul style="list-style-type: none"> <li>• Performs research, planning, evaluation, and report-writing as directed on one or more assigned tasks, sub-projects, or projects.</li> <li>• Designs studies, tasks, sub-projects, and projects, as required.</li> </ul>	
<b>Specific:</b> <ul style="list-style-type: none"> <li>• Possesses an advanced knowledge of transportation and/or air quality and/or water quality issues.</li> <li>• Advanced understanding of transportation and/or air quality and/or water quality federal requirements and procedures.</li> <li>• Advanced ability to use relevant software programs and has the ability to learn new software quickly.</li> <li>• Advanced capabilities to research, plan, evaluate, and report.</li> <li>• Monitors budget at task and project level.</li> <li>• Prepare draft project goals and objectives, as required.</li> <li>• Manage one or more Overall Work Program (OWP) project, as assigned.</li> </ul>	
<b>General:</b> <ul style="list-style-type: none"> <li>• Manages assigned tasks, sub-projects, and projects.</li> <li>• Collects/analyzes/inputs data.</li> <li>• Designs and maintains databases.</li> <li>• Prepares reports/documents/records.</li> <li>• Presents project-related information to NOACA Board, Committees and/or outside, organizations as required by the position.</li> <li>• Mentors Planners I and II, as assigned.</li> <li>• Attends work-related meetings inside and outside of the agency offices, as directed.</li> <li>• Engages in minimal travel within the state and the continental U.S., as directed.</li> <li>• Works under supervision alone or in groups on assigned tasks.</li> <li>• Works on special projects as required.</li> <li>• Performs other duties deemed appropriate.</li> </ul>	
<b>*Credentials and Experience:</b> <ul style="list-style-type: none"> <li>• Bachelors Degree in appropriate field, plus five years of relevant planning experience. Masters Degree may be substituted for one year of experience.</li> </ul> <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	<b>Knowledge, Skills and Abilities:</b> <ul style="list-style-type: none"> <li>• Advanced skills in application of Microsoft Office software and other planning software</li> <li>• Advanced skills in application of ESRI GIS software</li> <li>• Research skills</li> <li>• Written and verbal communication skills</li> <li>• Planning and organizational skills</li> <li>• Management and leadership abilities</li> </ul>