

Job Description

Title: Transportation Mobility Specialist

Category: Full Time Professional

Supervisor: The Transportation Mobility Specialist works under the general direction of the Executive Director

Salary Range: \$70,000-90,000 depending on qualifications

Duties and Responsibilities:

Essential Functions: The Northern Middlesex Council of Governments (NMCOG) is seeking an experienced Transportation Mobility Specialist to join our transportation team. NMCOG planners serve as the staff to the Northern Middlesex Metropolitan Planning Organization (NMMPO), tasked with carrying out the transportation planning process in our region. This position will primarily involve development of a regional Safety Action Plan as part of a Safe Streets for All grant award and maintenance of pavement management, congestion management and safety management programs.

General Duties and Responsibilities:

- Provide technical support as staff for the Northern Middlesex Metropolitan Planning Organization (MPO);
- Responsible for systems performance management maintenance including pavement, safety, and congestion management processes. This work involves database management through the State IMPACT portal and RITIS data, performing Road Safety Audits, as well as surveying park and ride lots and transit facilities.
- Assist in development of the MPO's federally required certification documents Unified Planning Work Program (UPWP), the Transportation Improvement Program (TIP) and the Long Range Transportation Plan (RTP);
- Assist with implementation of a regional Safety Action Plan as part of a Safe Streets for All grant award;
- Assist with data collection efforts, including collection of volume data, turning movement counts, bicycle and pedestrian counting, and trail counting; and
- Perform technical analysis and calculations, in accordance with standard and accepted transportation planning and engineering standards and practices;
- Maintain current knowledge of local, state and federal transportation planning issues;
- Maintain and update transportation-related databases;
- Develop and prepare transportation-related technical studies and reports.

Public Interface Responsibilities:

- Make 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.

Minimum Qualifications

Education and Experience

- Bachelor's degree in planning, engineering, or related field
- Minimum five years of professional experience in planning or engineering, with noted RPA/MPO related experience
- Strong technical skills in the areas of transportation planning, including systems and performance management
- Familiarity with the MPO and transportation planning processes

Required Skills

- Strong technical, written, and oral communication skills
- Professionalism and diplomacy
- Public engagement skills
- Time management and organizational skills
- Ability to work collaboratively in team environment with other planners of differing experience and skill sets.
- Computer literacy: Working knowledge of computers and Microsoft Office and Outlook, and knowledge or ability to learn online portal management systems, pavement management software, and other technical software programs.

Physical Requirements

- The ability to operate a computer and standard office equipment

Additional Requirements

- A driver's license and ability to travel across the region and the state.
- Attendance at evening meetings required

The position is open until filled and applications will be reviewed on a rolling basis. Interested candidates should submit a cover letter and resume to Jennifer Raitt, jraitt@nmcog.org. Candidates selected to interview may be asked to submit a sample of relevant writing or work product. Candidates must have legal authorization to work in the US and a valid driver's license and/or the ability to arrange transportation to meetings in different parts of the region. NMCOG participates in E-Verify, which is a federal program that helps us to determine work eligibility in the United States.

NMCOG offers excellent Massachusetts state employee benefits and a flexible, hybrid work environment. NMCOG is an Equal Opportunity and Affirmative Action Employer.