

Position Purpose:

Provides professional, technical and administrative work in support of the Continuing, Cooperative and Comprehensive (3C) Transportation Planning Contract with MassDOT. Works on other transportation activities including research, writing, attending public meetings, delivering public presentations, and other work as required.

Essential Functions:

(The functions or duties listed below 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.)

General Functions

- Provides local municipal governments, citizens, landowners, developers, attorneys, engineers, landscape architects, and other interested individuals in the Franklin Region with technical assistance related to transportation planning programs.
- Works on special transportation studies as needed.
- Assists in the preparation of reports and analyzes data including responding to requests from municipal, regional, state and federal officials.
- Responsible for public presentations.
- Works with various advisory groups and helps facilitates meetings.
- Performs similar or related work as required, directed or as situation dictates.

Specific Functions

- Works on 3C Unified Planning Work Program projects as assigned.
- Assists with the development of town Master Plans and regional and local recreation plans.
- Assists with Title VI/Environmental Justice public outreach and engagement for the Transportation Planning Program.
- Works on special transportation studies as needed. Some project examples include development of Long Range Regional Transportation Plans, park and ride implementation, electric vehicle and charging implementation, complete street assessments, pavement management studies, trail mapping, and other projects as determined.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in planning or a related field with at least one year of relevant work experience or a Bachelor's Degree in planning or a related field with 3 years of related work experience.

Knowledge, Ability and Skill:

- *Knowledge:* Demonstrated knowledge of planning. Proficient with computer equipment and office software. Knowledge of GIS mapping capabilities.
- *Ability:* Ability to plan, organize and direct the preparation of comprehensive research studies and planning projects, analyze problems, prepare reports and formulate recommendations. Ability to speak and write effectively. Ability to establish and maintain effective working relationships with employees, local, regional, state, and federal officials and the general public. Ability to manage multiple tasks independently and simultaneously. Ability to work well with a

variety of public and professional groups. Ability to work with complex sets of data and produce reports understandable by the general public.

- *Skills:* Proficient with Microsoft Office applications, GIS and ESRI products. Strong computer skills in word and data processing and extensive computer applications. Demonstrated strong interpersonal, public communication, and facilitation skills. Excellent verbal and written communication skills. Strong project management, administrative and organizational skills.

Physical Requirements:

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

Employee is regularly required to walk, stand, sit, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs varied and responsible planning duties requiring a thorough knowledge of operations and applicable laws and regulations. This position has autonomy in performing work tasks and in scheduling work. This position relies on supervision to negotiate political situations, contracts, and conflicting priorities.

Supervision Received: Works under the direction of the Transportation & GIS Program Manager I.

Supervision Given: None.

Job Environment:

- Work is performed under typical office setting; work environment is moderately noisy. Some work is conducted in the field with exposure to various weather conditions; evening and weekend work is occasionally required. Evening Meetings: 1-2 per month.
- Operates an automobile. Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Has contact with the general public; municipal, state and federal representatives; elected officials; agencies and regulatory bodies as well as contractors and sub-contractors. Contacts are in person, by phone, email and in writing and via various group meetings, hearings, and other events.
- Has limited access to confidential and/or sensitive information pertaining to salary and financial data.
- Errors in judgment could result in delays or loss of service, and have legal or financial repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.