

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Transportation Planner II

Department: Transportation

Pay Grade: 510

FLSA Status: Exempt

Job Code: T744

JOB SUMMARY

The purpose of this classification is to assist the Transportation Planning Manager with planning support activities in the Transportation Department and provide professional recommendations concerning various planning issues.

ESSENTIAL JOB FUNCTIONS

- Reviews and analyzes concepts for proposed transportation projects; provides recommendations for improvements; prepares and implements plans and programs for bicycle and pedestrian facilities.
- Assists in the development of Transportation Department's annual report of transportation goals and accomplishments; creates material for the transportation section of the City's website.
- Creates and maintains GIS files and maps; exchanges files with consultants; produces diagrams; produces and customizes maps and graphics as needed for projects, presentations, and interested parties.
- Analyzes and interprets data from sources including GIS, transportation modeling, traffic counts, pavement ratings, etc.
- Performs field investigations of roads and intersections; records complaints and problems brought by citizens; identifies and determines solutions to issues from citizens; reports to supervisor to plan problem resolution.
- Provides technical guidance and assistance to staff; monitors status of work activities; and assists with problem situations.
- Attends meetings, serves on committees, and makes presentations as needed; represents the department at community events; attends City Council and Committee meetings; attends meetings with ARC and other regional partners.
- Develops PowerPoint and other various presentations and creates graphics for the Transportation Director for Committee Meetings, Work Sessions, and Council meetings. Coordinates with Division Managers to ensure all required information, materials are prepared for dry run sessions with Director.

- Assists in the update of Transportation Department's Transportation Master Plan.
- Provides information and assistance to the public, other city offices, or other individuals regarding requests for data, graphics, or maps; provides information, researches complaints/problems, and initiates problem resolution.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Assists in maintaining a clearinghouse of data pertaining to city interests; updates databases and indexes data for reference; categorizes and integrates data with other systems; interpolates new data and records into the GIS database; assures accuracy and interrelationship of all system information and data for preparation of reports and/or mapping projects.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.
- Prepares or completes various forms, reports, correspondence, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, ArcGIS, database, or other system software utilized by the Department.
- Performs other related duties and provides assistance to other employees or departments as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in Transportation Planning, Urban and Regional Planning, Civil Engineering, City Planning, Geography, or closely related field; 2-4 years of experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- Knowledge and application experience of ArcGIS and ESRI products are preferred.

Knowledge, Skills, and Abilities:

- Knowledge of land planning, cartography and development principles, practices and methods.
- Skill in interpersonal communication and the ability to interact with a wide variety of individuals, groups, and personalities in resolving development and application issues.
- Ability to learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

- Ability to review, understand and interpret design drawings, site plans, construction specifications, maps, and plats.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.