



# City of Tempe

## TRANSPORTATION PLANNER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	329	<i>Department:</i>	Engineering and Transportation
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Planner
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives direction from a Transit Manager, Deputy Engineering and Transportation Director, or from other supervisory or management staff.

May exercise technical and functional supervision over paraprofessional and technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Two (2) years of experience in transportation or transit planning or architectural design.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in city and regional planning, transportation planning, civil engineering, transportation engineering, landscape design, architectural design, transportation planning or a degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform professional planning work in the areas of architectural planning, transportation planning, and transit planning; and to act as project manager of assigned projects.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Coordinate professional services contracts, payments, grant reimbursements, and other required documentation.
- Coordinate federally funded projects; develop grant applications and design concept reports.
- Assist in negotiating intergovernmental agreements between government agencies (i.e. MAG, RPTA, ADOT, UPRR) and private parties relative to joint construction projects and/or maintenance or operations agreements.
- Work with Community Development in identifying required transportation studies including capital improvements and demand management strategies for private development applications.
- Work with other city staff to coordinate public/neighborhood involvement and consensus building on projects as needed.
- Perform related duties as assigned.

**When assigned to Traffic Engineering:**

- Provide technical engineering, planning, or architectural support services relative to assigned area of responsibility.
- Assist construction inspectors in the interpretation of plans and resolutions of problems during construction.
- Coordinate rights of way issues and acquisitions with City real estate and property specialists.
- Work with engineering and other staff on major street and intersection improvement projects.
- Assist in the coordination of the traffic control and barricading program for the City and private development.
- Assist in the coordination of event planning and traffic control for events
- Work in conjunction with the Engineering Division to discuss and evaluate future plans for mass transportation, freeways, and street planning.
- Serve as the alternate City liaison to the Arizona Department of Transportation to protect the City's interests in matters of cost, road closure, lighting, and design standards.
- Represent the City in negotiations with the railroads on issues of access, right-of-way, and crossing design.
- Assist in development of criteria standards and specifications for the City's street lighting, streets and freeway systems.
- Participate in pre-design, construction and public input for major freeway construction projects.

**When assigned to Transportation & Transit:**

- Coordinate transportation planning projects or studies such as high capacity transit corridor planning, comprehensive transportation plan development, air quality plans, parking and transportation demand management, transit route planning, transportation model development and maintenance.
- Participate in the planning and development of the City's capital improvement plan as it relates to transit facilities, bicycle and pedestrian improvements, mass transit stops, street

improvements, and neighborhood traffic management planning; provide capital improvement and operating budget estimates for transit related projects.

- Participate in the planning, design of major transit capital projects including transit centers, rail studies and implementation, standard and artistically designed bus stop improvement and installation programs, new and retrofit landscaping projects, and fueling facilities, including alternate fuels and electric charging stations.
- Coordinate with traffic engineering, traffic operations, engineering and other City divisions and departments for bus priority treatments and intelligent transportation system applications, design and installation including bus pull-outs, signal timing technologies, dedicated bus lanes and "queue jumpers."
- Prepare reports as required by Arizona Department of Transportation, United States Department of Transportation, Federal Transit Administration, Federal Railroad Administration, Federal Highways Administration, such as National Transit Database, Asset Management Inventory and others.
- Assist in the preparation or coordination of transportation demand forecasting models for small focused areas, citywide and regional Maricopa Association of Governments model. Work with travel demand forecasting software, and transit planning software similar to TRANSCad and HASTUS.

#### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;
- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

#### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking

Director	In Addition >	Organizational Vision
<i>For more information about the City of Tempe's competencies for all classifications:</i> <a href="#">City of Tempe, AZ : Competencies</a>		

JOB DESCRIPTION HISTORY
<i>Effective February 2001</i> <i>Incorporated Trans. Eng. Planner description March 2005</i> <i>Revised March 2005 (implemented LRT assignment, updated distinguishing characteristics between the two levels)</i> <i>Revised February 2006</i> <i>Revised June 2006</i> <i>Revised March 2020 (update reporting relationships, min quals, and job duties)</i>