



NAUGATUCK VALLEY  
COUNCIL of GOVERNMENTS

# Transportation Planner I

Under general direction and supervision, conducts planning for highways, roadways, transit systems, non-motorized transportation facilities, and public works related programs, and performs a wide range of statistical and spatial analysis (GIS mapping) and transportation demand modeling.

## SUPERVISION RECEIVED

Works under the general supervision of the Senior Transportation Planner or Director of Planning.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing agency practices.

- Serves as a Transportation Planner for the Central Naugatuck Valley Metropolitan Planning Organization (MPO).
- Performs corridor studies and roadway and intersection operating and safety assessments.
- Tracks federal funding programs and helps maintain and develop the short-range transportation improvement program (TIP).
- Assists and works on preparing the long-range Metropolitan Transportation Plan (MTP), 20-year vision for transit, transportation, and freight movement and their impact on land use, the environment and demographics.
- Assists in selecting projects, developing concepts and scopes, scheduling, cost control, and contract administration.
- Works on various transit planning activities, including long- and short-range transit plans, Transit Oriented Development plans, and elderly and disabled transportation grant programs.
- Works on active transportation planning activities, including long- and short-range bicycle and pedestrian plans and complete streets programs.
- Coordinates and serves as the liaison on transportation, transit, bicycle and pedestrian issues, plans and programs between the communities of NVCOG and CTDOT and federal agencies.

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- Works on the NVCOG’s Highway Performance Monitoring program, including conducting manual traffic counts, installation of traffic counting equipment, conducting travel time studies, conducting research, and developing and maintaining transportation and traffic databases, and links transportation data with Geographic Information Systems.
- Assists with the design, development, loading and maintenance of spatial databases to enable statistical analysis, geographic analysis and mapping using GIS software, and assists with graphic maps and data for multiple corridor studies for analysis and meeting preparations.
- Consults with town engineers and public works directors and provides municipalities with technical assistance on federal and state transportation planning issues.
- Assists with graphic maps and data for multiple corridor studies for analysis and meeting preparation.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.



## KNOWLEDGE AND ABILITIES

### Knowledge of:

- Federal funding programs and CTDOT policies and procedures.
- Principles and practices of transportation planning and traffic engineering, applications, including procedures for project development, implementation and management.
- Principles and practices of transportation demand modeling and forecasting
- GIS activities and analysis related to transportation or transit planning, including data base design and management, programming/customizing, maintenance, mapping and networking.
- Local and regional transportation planning, review, and approval processes.
- MS Office suite of applications, including Word, Excel, PowerPoint and Access.

### Ability to:

- Convey technical concepts to persons with limited technical knowledge.
- Analyze and interpret data to reach logical conclusions.
- Manage multiple and rapidly changing priorities.
- Maintain effectiveness under pressure of variable time constraints and deadlines.
- Effectively and coherently communicate technical information verbally to peers, committee members and other interested parties.
- Prepare clear, concise, and comprehensive documents, reports, correspondence and other written materials.
- Establish and maintain effective working relationships with consultants, developers, property owners, elected officials, community representatives, co-workers, federal and state agencies, and others encountered in the course of the work.

## EDUCATION AND EXPERIENCE

Master's degree from an accredited college or university with a major in transportation planning, urban planning, engineering, or a closely related field, and a minimum of one year of professional transportation planning experience or an equivalent combination of training and experience that demonstrates the knowledge and ability to perform duties.

### Licenses and Certifications

May need a valid driver's license or the ability to obtain.

### Physical Demands and Working Environment

Must possess mobility to work in a standard office setting (ADA Compliant) and use standard office equipment, including a computer; ability to travel to meetings and sites within the region via car or public transit; and strength to lift and carry up to thirty pounds.

Work is performed in a standard office environment with some travel. Remote work for this position is allowed at least one day per week.

May be required to attend evening and weekend meetings.

### Compensation and Benefits

The NVCOG has authorized a salary range of \$50,000-to-\$55,000 for this position, commensurate with experience and qualifications. Benefits include a comprehensive health insurance plan, including vision and dental, and a retirement plan.

**TO APPLY:** Please submit a cover letter, resume, references and representative examples of your relevant work and writing to Josh Lecar, Director of Planning, NVCOG at: [jobs@nvcogct.gov](mailto:jobs@nvcogct.gov). The NVCOG is an equal opportunity employer.

Applications will be kept in confidence until interviews are completed. Reference and additional supporting documents may be requested from the applicant if the NVCOG decides to advance their application.

Applications will be considered on a rolling basis and positions will remain open until filled.