

**POSITION: TRANSPORTATION PLANNER**

**LOCATION:** WETA Office – San Francisco, CA

**CLASS CODE:** Exempt

**SALARY RANGE:** \$87,710 to \$125,300 annually  
(*New CalPERS member pays 6.75% of salary into CalPERS retirement plan*)

**DATE POSTED:** December 9, 2021

**CLOSING DATE:** Open Until Filled (*First Review of Applications: January 10, 2021*)

**OPENING(S):** 1 Position

**APPLICATION PROCESS:**

Please email cover letter, resume and the required application to:

[EmploymentApplications@watertransit.org](mailto:EmploymentApplications@watertransit.org)

Subject: Transportation Planner

**FAILURE TO MEET ANY OF THE REQUIREMENTS STATED MAY RESULT IN REJECTION OF YOUR APPLICATION.**

**THE FOLLOWING DOCUMENT(S) MUST BE SUBMITTED AT TIME OF APPLICATION:**

- Cover Letter
- Resume
- Employment Application  
(available at <https://weta.sanfranciscobayferry.com/employment>)

Under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) operates six routes serving the cities of Alameda, Oakland, San Francisco, South San Francisco, Vallejo, and Richmond. WETA has a small administrative staff and contracts with a private sector contractor to operate and maintain its current fleet of 15 passenger-only vessels. A description of SFBF services and operations is available at [www.sanfranciscobayferry.com](http://www.sanfranciscobayferry.com).

## Transportation Planner

### **JOB DESCRIPTION**

Under general supervision, the Transportation Planner position carries out ferry planning activities, conducts operational and business case studies, supports environmental studies, regulatory permitting requirements and environmental compliance programs, and coordinates with partner agency professional staff and consultants.

The Transportation Planner position should have knowledge of transportation and transit planning, environmental and regulatory processes, and financial and fiscal planning. The position helps to manage planning and operational studies, financial and business case analyses, environmental analysis, and supports permitting and regulatory review activities.

### **PRIMARY RESPONSIBILITIES**

- Analyzes and makes recommendations using advanced transportation planning and statistical methods, modeling, and budgeting and financial analyses.
- Supports planning, research, and analysis of proposed WETA projects, including the planning, design, and construction phases of capital projects, maintenance and operation of facilities, and issuance of permits.
- Organizes, prepares, and processes environmental documents, monitoring and reporting plans, technical reports and responses for transportation projects and plans.
- Prepares necessary applications and acquires permits from regulatory government agencies.
- Communicates with cities, other local/regional agencies, and community groups regarding transportation issues.
- Assists in the development of capital programs and grant applications for transportation funds.
- Prepares public presentations, planning reports and technical memoranda.
- Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

#### Knowledge of:

- Concepts, principles, techniques, and legal aspects of transportation planning.
- Research and statistical methods.
- Budgeting and financial analysis concepts and practices.
- Community interrelationships.
- Project management methods and techniques.
- Transportation funding sources and processes.
- Basic methods of environmental assessment and mitigation.

#### Ability to:

- Analyze issues and numerical measures associated with transportation planning projects, including estimates derived from computer models, engineering estimates of costs and benefits, and public input.
- Perform analysis and make recommendations based on findings in studies, field observation, and public contacts.
- Assist in estimating and administering budgets for studies and in managing planning projects.
- Write letters, memorandums, board memorandums, planning and technical reports.
- Perform quantitative analysis using raw data through standard spreadsheet or database management software.
- Establish and maintain effective relations with those contacted in the course of work.

## Transportation Planner

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Development of the required knowledge, skills and abilities is typically obtained through a combination of training and experience equivalent to a four-year college degree in transportation planning, urban planning or related field from an accredited college or university.

#### **Experience**

One year of planning experience.

(NOTE: A Master's degree in transportation or urban planning or related discipline may be substituted for one year of the required experience.)

### **WETA REMOTE WORK POLICY**

WETA allows employees in the Transportation Planner class to work remotely up to three days per week, subject to supervisors' approval. Office days will generally be at WETA's Pier 9 office in San Francisco. WETA allows up to five weeks annually where an employee can continuously work remotely, subject to supervisors' approval.

### **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting or standing for long period of time; occasional climbing, crawling, bending, stooping, or squatting. (2) Lifting/Pushing/Pulling: Frequently up to 10 pounds; occasionally up to 50 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise. May be required to wear protective clothing, safety glasses, safety shoes, and hardhat.

### **COVID-19 VACCINATION REQUIREMENT**

Where permitted by applicable law, candidates must have received or be willing to receive the COVID-19 vaccine by date of hire to be considered. WETA will provide reasonable accommodations to qualified employees with disabilities or for a sincerely held religious belief.