

POSITION: TRANSPORTATION PLANNER

LOCATION: WETA Office – San Francisco, CA

CLASS CODE: Exempt

SALARY RANGE: \$82,120 to \$117,310 annually; effective July 1, 2019
(*New CalPERS member pays 6.25% of salary into CalPERS retirement plan*)

DATE POSTED: May 15, 2019

CLOSING DATE: Open Until Filled (First Review of Applications: June 14, 2019)

OPENING(S): 1 Position

APPLICATION PROCESS:

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

San Francisco Bay Area Water Emergency Transportation Authority
Attn: Human Resources/Transportation Planner
9 Pier, Suite 111
San Francisco, CA 94111

jann@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>)

Operating under the brand San Francisco Bay Ferry (SFBF), the San Francisco Bay Area Water Emergency Transportation Authority (WETA) carries approximately 2.8 million passengers per year serving the cities of Alameda, Oakland, Richmond, San Francisco, South San Francisco, and Vallejo. WETA contracts with a private sector contractor to operate and maintain its current fleet of 14 passenger-only vessels. A description of SFBF services and operations is available at www.sanfranciscobayferry.com.

JOB DESCRIPTION

Under general supervision, the Transportation Planner position carries out ferry planning activities, manages 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 relevant environmental laws, regulations, and guidelines in order to achieve project compliance. The position helps to manage planning and operational studies, environmental analysis and supports permitting and regulatory review activities.

This is the first supervisory level involving responsibility for a major functional area. Substantial judgment and initiative are essential for resolving problems and making recommendations with regard to various projects.

PRIMARY RESPONSIBILITIES

Duties may include, but are not limited to, the following:

- Analyzes and makes recommendations using advanced transportation planning and statistical methods, modeling, and budgeting and financial analyses.
- Manages and coordinates environmental 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 in compliance with environmental regulations.
- 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.

DESIRED KNOWLEDGE 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.
- CEQA and NEPA and their implementation.
- 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.

Transportation Planner

- 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.

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 and three years of planning experience from an accredited college or university.

Experience

Three years of increasingly responsible 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.)

License(s) and Certificate(s):

Possession of a valid current California driver's license and a safe driving record is required. Individuals who do not meet this requirement due to a physical disability will be reviewed on a case-by-case basis.

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.