



Transportation Planner

Job Description

Department: Community Development
Position: Career Service
Grade: 726
Supervisory: No
Reports to: Division Manager - Planning

Summary

Under general supervision of the Division Manager - Planning, performs advanced county transportation planning duties relating to transportation master plans, long-range planning, drafting ordinances and grant proposals, specific transportation planning projects, and other technical transportation planning matters.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Oversee the development and implementation of the County's long-range transportation plans; ensure excellent integration of transportation and land use planning strategies; coordinate with other departments and area agencies on various planning initiatives, including comprehensive plans and transit planning.
2. Perform a variety of professional and technical duties related to implementing County transportation plans and programs.
3. Oversee the maintenance of the Utah County General Plan Transportation Element including necessary updates and revisions.
4. Oversee the development and administration of all transportation grant applications for the County; secure necessary funding and managing the implementation of awarded transportation grant programs.
5. Oversee the conduct of field work related to transportation and land use programs as needed, within the scope of this position.
6. Conduct research on issues, policies, and concepts pertaining to transportation planning and land use; present findings to applicable boards, commissions, and elected officials.
7. Oversee the preparation of written reports in response to requests for various transportation programs and projects.
8. Draft proposals for amendments to land use ordinances, codes, or policies governing local transportation planning, land use, and development.

For Office Use Only

Job Code: 2043
Job Title: Transportation Planner
FLSA: Exempt
Effective Date: 11/6/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

9. Maintain county compliance with the Utah State Land Use, Development, and Management Act (LUDMA) and all other applicable local, state, and federal laws and regulations.
10. Assist with developing goals, policies and writing plans; conduct and prepare research and feasibility studies related to general or specific transportation and long-range planning projects.
11. Organize and participate in public outreach and stakeholder meetings to gather public input on transportation and long-range planning; meet with the public to discuss transportation planning, land use, and development issues; answer questions; present public concerns to management; inform the public of policy changes and decisions.
12. Participate in project review meetings with various departments and representatives to discuss and develop solutions for transportation planning, land use, and development challenges.
13. Serve as a liaison between consultants, developers, contractors, city, state, federal agencies, property owners, and attorneys on transportation planning and land use projects and proposals.
14. Assess transportation-related impacts for development projects, including adequacy of transportation circulation and network, transit, pedestrian, bicycle, and vehicular safety, and compliance with County's regulations.
15. Serve as staff for the Utah County Planning Commission and Board of County Commissioners; prepare and present staff reports; follow up on board actions.
16. Review land use and other transportation planning applications to ensure compliance with county and state regulations before they are presented to the Utah County Planning Commission and Board of County Commissioners.

Knowledge, Skills, and Abilities

- Knowledge of current transportation planning, land use, and long-range planning issues and trends
- Knowledge of state and local laws, regulations, and procedures associated with transportation planning and land use planning.
- Knowledge of land use planning principles, zoning regulations and their impact on transportation systems
- Knowledge of computer equipment including Geographic Information Systems (GIS) and its applications
- Skilled in management and supervisory techniques
- Skilled in clear and concise written and verbal communication
- Skilled in preparing and delivering public and professional presentations to small and large groups
- Skilled in preparing and presenting technical reports
- Skilled in project planning, scheduling, budgeting and monitoring
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to apply various math and statistical methods

For Office Use Only

Job Code: 2043

Job Title: Transportation Planner

FLSA: Exempt

Effective Date: 11/6/2024

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- Ability to apply land use ordinances and county codes
- Ability to plan and organize comprehensive research studies
- Ability to identify, apply for, and secure grant funding

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment, library, or other environmentally controlled room. This role may expose incumbent to unknown and dangerous conditions while performing field work. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate, however, exposure to elevated noise levels during field work may occasionally occur. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close and far vision, the ability to discern shades of color, and ability to adjust focus. The employee is required to type, file and lift supplies or equipment up to fifty (50) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Required Education and Experience

1. Bachelor's degree in Planning, Geography, Civil Engineering, Public Administration, or similar planning-related field.
2. Four (4) years of work experience performing and leading transportation planning activities.
3. A Master's degree in Planning, Geography, Civil Engineering, Public Administration, or similar planning-related field may be substituted for two (2) years of work experience.

For Office Use Only

Job Code: 2043
Job Title: Transportation Planner
FLSA: Exempt
Effective Date: 11/6/2024
Public Safety: No

Worker's Compensation: County
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

Preferred Education and Experience

- 1. Preference may be given to American Institute of Certified Planners (AICP) planners.
- 2. Preference may be given to qualified applicants with supervisory experience and/or advanced education degrees.

Additional Eligibility Qualifications

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 2043
 Job Title: Transportation Planner
 FLSA: Exempt
 Effective Date: 11/6/2024
 Public Safety: No

Worker’s Compensation: County
 Background Level: I
 Safety Sensitive: No
 DOT: No
 ML: Individual Contributor