

Staunton City & Schools

Transportation Planner: City of Staunton (2506)

JOB POSTING

Job Details

Posting ID	2506
Title	Transportation Planner: City of Staunton
Description	<u>CITY OF STAUNTON</u>

TRANSPORTATION PLANNER

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Transportation Planner. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Engineering Department, please visit [Engineering Division](#). The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights. "One of the prettiest and most progressive towns in the South" and "20 charming mountain towns to visit this fall"—Southern Living

The City of Staunton is seeking an innovative leader who performs complex professional work involved with planning, design, coordination, management, improvements and inspection of all transportation (multimodal) projects and policies in the City, and serves as liaison to Virginia Department of Transportation (VDOT).

The individual will have thorough knowledge of the principles and practices of transportation planning and traffic engineering. The individual will have the ability to: plan projects and prepare related designs, estimates and specifications; perform difficult engineering computations and to make comprehensive recommendations on engineering problems and planning; establish and maintain effective working relationships with City officials, employees, other government agency officials, contractors, and the general public; communicate complete ideas effectively, orally and in writing and; calculate complex cost reports. The employee exercises independent judgement in completing assigned tasks.

The Transportation Planner will be responsible for the following:

- Establishes plans, schedules, reviews work and gives suggestions and recommendations of short- and long-range transportation projects;
- Administers VDOT funded projects through Revenue Sharing, Transportation Alternatives, SmartScale, State of Good Repair, and other such funding programs;
- Assists in preparation of Grant Funding applications for transportation related projects;
- Directs, supervises, and/or performs traffic engineering studies, including the collection and analysis of pertinent data;
- Provides plan review and determines approval of subdivision and site work by private parties, as pertains to traffic and transportation principles and roadway safety, such as reviewing Traffic Impact Analysis reports and other traffic studies;
- Submits requests to VDOT for revisions to their Urban Maintenance Inventory of reimbursable City streets;
- Prepares Capital Improvement Plan estimates for transportation related projects;
- Participates in development of the City's Comprehensive Plan, recommending road improvement projects and bike/pedestrian improvements;
- Presents reports on transportation proposals and projects to the City Council and the Planning Commission;
- Coordinates work of engineering staff with other Federal, State and City agencies;
- Drafts RFP's, reviews responses and recommends award;
- Prepares a variety of technical reports and gives presentations of same as required;
- Provides liaison with the public, developers, VDOT, and private engineers;
- Oversees consultant transportation related projects;

- Participates on various committees and/or commissions concerned with transportation and related safety needs of the City and the region;
- Responds to public inquiries and complaints and/or or directs responsible staff to provide reports and technical information as appropriate;
- Provides technical consultation and support to Public Works Streets Division;
- Provides technical consultation and support to Community Development for transportation projects, including for funding applications and;
- Performs other duties as assigned by City Engineer.

Bachelor’s degree in civil engineering, transportation planning, or related engineering field. A minimum of five years of experience in transportation planning or design or related work is preferred. Prior municipal experience is desired but not required.

Possession of a valid driver’s license with a good driving record. Occasional night and weekend work. May work in adverse weather conditions.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Criminal background check is required.

FLSA:	Exempt
Grade:	20
Hiring Range:	\$85,000-\$100,000: DOE/DOQ
Start Date:	On or around mid to late October 2024 or negotiable
Reports To:	City Engineer

The recruitment will remain open until filled. Interested applicants should submit an online application, cover letter and resume, no later than **October 6, 2024**.

For a complete job description, please contact:

Jonathan Venn, Chief Human Resources Officer
 City of Staunton/Staunton City Schools
 116 West Beverley St (Human Resources, 2nd Floor City Hall)
 Staunton, VA. 24401
 504-332-3914
 vennjg@ci.staunton.va.us

The City of Staunton is an Equal Opportunity Employer (EOE) and is fully committed to the principles and practices of equal employment.

<i>Shift Type</i>	Full Time	<i>Salary Range</i>	\$85,000.00 to \$100,000.00
<i>Salary Code</i>	Per Year	<i>Job Category</i>	City Government
<i>External Job Application</i>	City of Staunton Application	<i>Internal Job Application</i>	Internal
<i>Location</i>	ENGINEERING	<i>Posting Status</i>	Active
<i>Minimum Qualifications Screening</i>			

Job Application Timeframes

<i>Internal Start Date</i>	09/06/2024	<i>General Start Date</i>	09/06/2024
<i>Internal End Date</i>	10/06/2024	<i>General End Date</i>	10/06/2024

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

Name

Location

Email

Title

Phone

References

Automatically Send Reference Check **No**

Reference Check Form

Support Staff Reference Survey