**Position Title: Transit Planner**

**Department: Operations**

**Reports to: Assistant Administrator**

**Employment Status: Fulltime**

**Work Hours: 8:30am-4:30pm with flexibility around hours**

**Pay Range: $80,000 to $95,000 Annually**

**FLSA: Exempt**

**Supervisory Responsibilities: Could be part of this position as staffing evolves.**

**Position Summary:**

The MART Transit Planning Manager/Director is a key role that will be at the forefront of building a contemporary and progressive transit authority to realize our mission statement, “*To serve people by getting them where they need to go to lead to lead their lives*.” This position supports the overall transportation planning needs of MART including but not limited to performing effective review and analysis to develop public transportation plans and participates in the overall execution of an efficient transportation strategy. This planning position consists of being a combination of route performance analysis and the utilization of MART Capital Assets in enhancing the overall experience by the MART ridership and creating a “Best-In-Class” transit system.

**Essential Functions/Position Responsibilities:**

* Provide recommendations on modifications to fixed bus routes and paratransit services to improve on-time performance and ridership, based on the surveys, reviews, analysis and reports
* Directs the accurate collection and analysis of data as input for scheduling, route design, service evaluation system reporting, and long and short-term planning of the system.
* Conduct surveys with passengers, drivers and other stakeholders; review / analyze MART’s Fare Collection, APC and OTP systems data, as well as MART, MRPC and other source data to improve usability and utilization of the fixed route and demand response systems
* Assesses MART transit system against service standards and performance management metrics
* Work with transit operations team  to develop data-informed planning and solutions
* Coordinate activities and planning development with the transit operations team
* Analyze plans for various transit planning focus areas, including bus route planning
* Serves as point of contact for system service change requests; reviews, analyzes and makes recommendations for modifications, as deemed appropriate.
* Attend relevant meetings at the direction of MART to assist with transit planning and development of transit facility projects
* Participate in MART Capital Projects:
  + Assists in project development, scope and design reviews, construction activities monitoring, attendance at public meetings, to include local and agency officials
  + Attendance at construction progress meetings, as necessary
* MART Advisory Board Meeting Representation
* MJTC, MRPC and MPO Meeting Representation
* Attend meetings with MART funding agencies
* Attend meetings with various agencies and municipalities in the greater Montachusett region which may include:
  + North Central Regional Coordinating Council (NCRCC)
  + Fitchburg Commuter Rail Line Working Group
  + Montachusett Regional Emergency Planning Committee (MREPC)
  + Planning Departments
  + Any agency as directed by MART
* Other duties as assigned by the Administrator/Assistant Administrator.

**When duties and responsibilities change, the employee may be asked to perform other duties as required as business needs dictate. Employees are required to identify any changes in their job duties since the descriptions were last reviewed. Additionally, MART may ask that employees conduct a review of their position as part of the performance-evaluation process.**

**Qualifications:**

* BS or higher degree required, preferably in Public Administration, Urban Planning, Transportation Planning or Engineering
* Five (5) years minimum Transit Planning experience
* Methods, practices, and procedures involved in local government management, operation, and funding of transit services.
* Extensive technical expertise in transit planning analysis and transit study management
* Knowledge of key transit planning methodologies
* High degree of accuracy and integrity
* Effective verbal, listening and written communication skills
* Valid Unrestricted Driver’s License or reliable means of transportation

**Skills:**

* Inter-personal skills to work with the operations team and stakeholders, including developing consensus on solutions, facilitating public participation and implementing action plans
* Excellent verbal communications skills, including the ability to make presentations, work with state and local officials to address specific transportation problems, and facilitate discussions at committee meetings
* Excellent written communication skills, including the ability to write technical reports and non-technical letters and memos
* Proficient in MS Office, including the ability to operate computerized mapping programs
* Ability to deal with sensitive information in a discreet and professional manner
* An aptitude to multi-task in a fast-paced environment
* Capable of working independently and in a team-oriented environment
* Excellent organizational and time management skills
* Attention to detail

**Working Environment and Physical Demands**

Works primarily in a typical, climate-controlled office environment.

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| **PHYSICAL REQUIREMENTS** | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Ability to work closely with a diverse group of people |  |  |  | X |
| Regular, predictable attendance |  |  |  | X |
| Ability to sit for extended period (Sedentary Work) |  |  |  | X |
| Use of hands and fingers to operate telephone and computer for Typing/Data Entry |  |  |  | X |
| Moderate noise |  |  | X |  |
| Hearing |  |  |  | X |
| Dusty Environment |  | X |  |  |
| Exposure to Fumes/Odors |  | X |  |  |
| Exposure to Heat/Cold Temps |  | X |  |  |
| Climbing Stairs |  | X |  |  |
| Walking |  | X |  |  |
| Stress |  |  |  | X |
| Standing |  | X |  |  |
| Stooping |  | X |  |  |
| Bending |  | X |  |  |
| Twisting Neck |  |  | X |  |
| Reaching/Pulling/Pushing | X |  |  |  |
| Lifting 10 lbs. or less |  | X |  |  |
| Lifting 40 to 50 lbs. | X |  |  |  |
| Driving |  | X |  |  |
| Specific Vision Abilities-close vision due to computer work |  |  |  | X |
| Color Vision – Ability to identify and distinguish colors |  |  | X |  |
| COGNITIVE  REQUIREMENTS | **RARELY**  **(15%)** | **OCCASIONAL**  **(15%-40%)** | **FREQUENT**  **(40% - 70%)** | **CONTINUOUS**  **(OVER 70%)** |
| Communication Oral |  |  |  | X |
| Communication Written |  |  |  | X |
| Interpreting Skills |  |  |  | X |
| Implementing |  |  | X |  |
| Evaluating |  |  |  | X |
| Organizing |  |  |  | X |
| Consulting |  |  |  | X |
| Analyzing |  |  |  | X |
| Presenting |  |  | X |  |
| Supervising |  |  | X |  |
| Ability to Deal with Stressful situations |  |  |  | X |
| Ability to Deal with Trauma, grief, death | X |  |  |  |
| Ability to deal with Public Contact |  |  |  | X |
| Decision making |  |  | X |  |
| Work with Others |  |  |  | X |
| Work Alone |  |  | X |  |
| Concentration |  |  |  | X |
| Comprehend and follow instructions |  |  |  | X |
| Relate to Others |  |  |  | X |
| Influence Others |  |  |  | X |
| Perform complex or varied tasks |  |  |  | X |

**Special Comments:**

**Manager Approval: Date:**

**Human Resources Approval: Date:**

**Printed Employee Name:**

**Employee Signature: Date:**