

## Transportation Planner

**Job Type:** Entry Level, Full Time (35 hours per week)

**Program:** Transportation

**Location:** Haverhill, Massachusetts (three in-office days, two telework days per week)

**Salary:** \$65,000-\$80,000, depending on education and experience

### **Description**

The Merrimack Valley Planning Commission (MVPC) seeks an enthusiastic and motivated entry-level transportation planner to join its team. MVPC's transportation program is committed to improving mobility, access, and safety, while increasing livability for all. MVPC's transportation team focuses on improving the desirability and competitiveness of multimodal transportation, focusing on transit and active transportation.

This position fulfills supportive transportation planning tasks developed in the annual work program. The transportation planner collects, analyzes, and summarizes transportation data. Examples of data range from pedestrian and bicycle volumes, crash data, census data, pavement data, and transit trip data. The transportation planner relays data to internal and external stakeholders in a consumable manner.

Dependent on the work program, and with the guidance of the transportation program manager and/or senior transportation planner, the transportation planner may function as a project manager for initiatives related to Vision Zero and active transportation. Following an on-boarding period, the transportation planner may assume the primary responsibility of facilitating the Merrimack Valleys Safe Streets Alliance, a group of public advocates and local officials interested in Vision Zero, bicycle and pedestrian travel, and general roadway safety.

The transportation planner also assists with the administrative functions of the Merrimack Valley Metropolitan Planning Organization (MVMPO), supporting the preparation of dockets, presentations, and minutes. The transportation planner may assist with the development of the annual Transportation Improvement Program (TIP), organizing listening sessions with municipal staff to generate future years' candidate transportation projects.

The ideal candidate has completed a master's degree in urban planning or a bachelor's degree in a related field. The ideal candidate may have limited experience in transportation, but should have a strong curiosity or desire to focus on transportation planning. MVPC offers a highly collaborative workplace and opportunities for learning and growth.

MVPC's dynamic team provides planning assistance for fifteen communities in northeast Massachusetts in the areas of community and economic development, the environment, and transportation, as well as providing GIS and information technology assistance. MVPC's transportation program serves as the staff for the Merrimack Valley Metropolitan Planning Organization (MVMPO) and manages the federal transportation funding process for the region. Staff also execute various transportation studies, conceptual plans, and long-range planning efforts to benefit the region.

## Preferred Skills and Competencies

- The ability to communicate and relay complex technical information to non-technical audiences
- Experience and confidence presenting in public
- The ability to tactfully work with internal and external stakeholders
- Basic proficiency with MS Office tools
- The ability to perform tasks independently within required schedules
- The ability to thrive in a collaborative environment, which prioritizes client needs
- Familiarity with—or the ability to learn and reference—basic transportation planning and engineering standards, such as:
  - The Manual of Uniform Traffic Control Devices (MUTCD)
  - American Association of State Highway and Transportation Officials (AASHTO) Green Book
  - Various National Association of City Transportation Officials (NACTO) guidelines
- Knowledge of—or curiosity about—transportation, with a focus on multimodal transportation including walking, bicycling, using transit or forms of micromobility
- *Not required, but highly desired:* capabilities in GIS and/or coding in Python or R.

## Qualifications

### Education and Experience

- An urban planning (or similar) master's degree OR
- An urban planning (or similar) bachelor's degree and 2 years of general professional experience (including internships) OR
- A relevant associates degree and 3 years of general professional experience.

### Licenses, Certifications, Equipment Handling

- A valid driver's license (limited off-site field work may require use of organization's vehicle)
- The ability to lift twenty pounds of equipment (limited/project dependent movement of field equipment)

### Additional Desirable, but not Required Qualifications

- *Not required, but highly desired:* capabilities in GIS and/or coding in Python or R.
- Familiarity with the Metropolitan Planning Organization Federal Aid Process
- Proficiency in Spanish, Brazilian Portuguese, or Haitian Creole

## Key Responsibilities

- Collect and analyze transportation data, including Vision Zero data, active transportation data, and data related to the region's Federal Aid Project Universe and associated Transportation Evaluation Criteria.
- When necessary, review and clean data.
- With the guidance of the program manager and/or senior planner, assist in the development of studies, plans, and mobility assessments.
- Conduct field observations and site assessments, particularly at locations with noted safety concerns.
- Facilitate public engagement activities, including community meetings, questionnaires, and stakeholder interviews.
- Dependent on the work program, and with the guidance of the program manager, function as project manager on projects related to Vision Zero and active transportation.
- Document analyses, workflows, and processes in clear, concise manners.
- Communicate and relay complex information in clear, simple terms for external stakeholders.

- Present findings and recommendations in public.
- Manage project contractors (dependent on work program tasks).
- Prepare dockets, minutes, and presentations for the monthly MVMPO meeting; function as the primary liaison for the body.
- Manage and update the transportation program's web content (dependent on tasks).
- When relevant, develop or support the development of grant proposals.

## About the Region:

MVPC serves a diverse array of communities along the Merrimack River, including:

- Lawrence: a mill city with a rich industrial past and a present-day immigrant-led economy;
- Haverhill: a city with a river-oriented downtown, currently in the midst of re-envisioning its future;
- Newburyport: a historic coastal community popular for tourists, beachgoers, and whale watchers;
- Amesbury: a town which typifies the Strong-Town land use approach; and
- Several rural communities with significant amounts of open space and conservation land.

MVPC's transportation network includes:

- Fare free regional bus service (MeVa)
- Several commuter rail stops on MBTA's Haverhill and Newburyport lines
- An expanding network of paths and trails
- The Merrimack River, which is planned to host future electric-powered ferry service

## Contact

MVPC is an equal opportunity employer and encourages all qualified persons to apply. Please send a cover letter, resume, and three references to [transportation@mvpc.org](mailto:transportation@mvpc.org). Applicants without the requisite education may submit a compelling portfolio of work samples to demonstrate their capacity to meet the key responsibilities of the position.