



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Transportation Planner  
Department: Public Works  
FLSA Status: Non-Exempt  
Job Code: 67  
WC Code: 8810  
Effective Date: May 1, 1996  
Last Revised: September 1, 2015  
Pay Grade: A18  
Union: AFSCME

### SUMMARY

Reviews land developments for accepted civil engineering practices, facilities, and standards; and for compliance with County standards and practices; serves as Public Works liaison to the County and City Planning Departments, Planning Commission, contractors, and the public; does related work as required. An employee in this class performs public works facilities review work on land development proposals and represents Public Works at transportation related committees. Work is performed under the general supervision of the Civil Engineer who reviews work primarily on the basis of results attained and for conformance to established policies and procedures. Although supervision is not normally a responsibility of positions in this classification, the Public Works Transportation Planner provides project guidance to employees of a lower classification on specific assignments.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Reviews land development applications and evaluates traffic and transportation system impacts of new development in the County.
2. Confers with developers, engineers, and surveyors regarding conditions and requirements of their proposed developments.
3. Acts as department liaison to the City and County Planning Departments, Planning Commissions, and other transportation related committees as a resource for transportation facilities questions and to testify about department concerns and requirements of proposed developments.
4. Responds to inquiries from the public regarding property development. Respond to citizen inquiries, coordinate response to citizen requests.
5. Participates with Planning staff and Planning Committees on the development of land use regulations and Public Works construction and facility standards.

6. Prepares legal documents relating to developments such as security agreements for completion of construction items, right of way dedications, erosion control agreements, drainage, and utility easements.
7. Maintains appropriate records and prepares reports related to departmental projects and activities using various database management software.
8. Performs research of ownership, legal descriptions, court records, and other sources to assemble data and information for land surveys, design or establishment of roads and related Public Works facilities.
9. Oversees and reviews traffic studies, speed/school zone requests.
10. Reviews submitted plans for compliance with County's design standards.
11. Coordinates plan development with other agencies and jurisdictions.
12. Reviews transportation elements of the County's Transportation System Plan.
13. Attends public inter-jurisdictional meeting, interpret department policies, present reports and recommendations.
14. Performs field inspections of sites proposing land development actions.
15. Investigates transportation related grants and applies where appropriate.
16. Performs other related duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Although supervision is not normally a responsibility of positions in this classification, the Public Works Transportation Planner provides guidance and instruction to Engineering Techs.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires considerable knowledge of the principles and practices of transportation planning, comprehensive land use planning process, and land development process, as well as thorough knowledge of planning principles, practices, and procedures. Ability to prepare, revise, and evaluate technical land use and transportation maps, reports, and plans; read and interpret engineering plans, blueprints, and specifications; conduct research, and compile information; establish and maintain effective working relationships with employees, other County departments, planning commissions, contractors, land owners, and the general public.

#### EDUCATION AND EXPERIENCE

Bachelor Degree in Engineering or Land Use Planning or related field; and two (2) years as an Engineering Tech and/or Planner or six (6) years of progressively responsible technical engineering and/or planning experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

#### JOB IMPACT

Consequence of error could jeopardize the safety and welfare of the public and result in liabilities to the County. Errors in interpretation of ordinances and regulations could result in non-compliance and exposure to lawsuits.

#### JOB CONTACTS

Contacts are with other County Departments; other agencies; private engineers, surveyors, contractors, and developers; property owners; and the general public to provide and exchange information related to projects.

### LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to communicate effectively in both oral and written form, effectively communicate technical information to the general public, present information and respond to questions from groups of managers, clients, customers, and the general public.

### MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### REASONING ABILITIES

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (formulas, scientific equations, graphs, etc.). Ability to deal with a variety of abstract and concrete variables.

### OTHER SKILLS AND ABILITIES

The use of Word, Excel, various database software; ArcGIS and AutoCAD skills desirable.

### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of Fundamentals of Engineering and/or an American Institute of Certified Planners (AICP) designation is desirable. Possession of or ability to obtain a valid Oregon Driver's license; safe driving record.

### BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

### WORK ENVIRONMENT

Work is performed both in an office environment and in the field when making site visits. Field work may involve exposure to road traffic and heavy construction equipment. The position is impacted by the need for extreme accuracy and precision; uncontrollable work flow; the need to shift attention before tasks are complete; and uncontrollable interruptions and distractions.

### PHYSICAL REQUIREMENTS

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

### PHYSICAL REQUIREMENTS

| Check if required for essential job function | Activity                       | Never 0%  | Occasionally 1-33%                  | Frequently 34-66%                   | Continuous 67-100%                  |
|--|--------------------------------|---|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/>          | Standing                       | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Sitting - 1/2 hour plus        | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/>          | Moving about work area         | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Bending forward                | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Stoop position - 1 minute plus | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Climbing stairs - 1 floor      | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Crawling - hands & knees       | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Reaching overhead              | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Lifting strength               | <b># of pounds = 25lbs</b>  |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Lifting                        | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Patient Lifting                | <input checked="" type="checkbox"/>                                   | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Lifting Overhead               | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Moving carts, etc.             | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Carry items                    | <input type="checkbox"/>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Dexterity/Coordination         | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/>          | Keyboard Operation             | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/>          | Rapid-mental/hand/eye coord.   | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Operation of motor vehicle     | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <b>Speech, Vision &amp; Hearing</b>          |                                |   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Distinguish colors             | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Distinguish shades             | Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/> |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Depth perception               | Describe:   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Ability to hear                | Normal Speech Level:  |                                     |                                     |                                     |
| <input type="checkbox"/>                     | Other Spec. Hearing Req.       | Describe:   |                                     |                                     |                                     |
| <b>Exposure - Environmental Factors</b>      |                                |   |                                     |                                     |                                     |
| <input checked="" type="checkbox"/>          | Heat                           | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Cold                           | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Humidity                       | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Wet Area/Slippery              | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Noise                          | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Dust                           | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Smoke                          | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Vibration                      | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Chemical Solutions             | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Uneven Area                    | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Ladder/Scaffold                | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Ionization                     | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input type="checkbox"/>                     | Radiation                      | <input type="checkbox"/>  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/>          | Body Fluids                    | <input type="checkbox"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |