



**CITY OF FAIRFIELD**  
invites applications for the position of:  
**TRANSPORTATION PLANNER I/II**

An Equal Opportunity Employer

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**SALARY:**                   \$33.30 - \$44.68 Hourly  
                                  \$2,664.16 - \$3,574.48 Biweekly  
                                  \$5,772.35 - \$7,744.71 Monthly  
                                  \$69,268.16 - \$92,936.48 Annually

**OPENING DATE:**       **8/25/2017**

**CLOSING DATE:**       **9/25/2017**

**DESCRIPTION:**

The position entails work in the Transportation Division of the Public Works Department and perform multi-modal planning activities for the City of Fairfield's transportation system. The City of Fairfield Transportation Division is responsible for planning, operations, and maintenance of public transit, park and ride facilities, and the Fairfield/Vacaville Train Station. This includes management of Fairfield and Suisun Transit (FAST), the local and regional public transportation service for both the City of Fairfield and adjoining Suisun City.

**WORKING CONDITIONS:**

Work is performed in an office setting with frequent interruptions, deadlines, complaints, and peak workload periods. Position may require working nights and weekends, depending upon workload.

**PHYSICAL DEMANDS:**

Work may include prolonged sitting and standing, as well as light to moderate lifting, reaching, stooping, pulling, manual dexterity, clear, understandable speech, visual and hearing acuity. The need to transport files, paper and documents weighing up to 25 pounds is also required.

**DISTINGUISHING CHARACTERISTICS:**

**The Transportation Planner I** is the entry level class in the professional series that allows the incumbent to develop journey level knowledge and abilities. Under general supervision, incumbents perform the more routine tasks and research, while learning City, state, and federal policies and procedures. As experience is gained, there is more diversity in assignments and greater independence of action within established guidelines. This classification is alternatively staffed with Transportation Planner II. Incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

**The Transportation Planner II** is the journey level class in which incumbents are expected to independently perform the full scope of duties as assigned with minimal assistance or direction. This classification is distinguished from the next lower classification of Transportation Planner I by the greater complexity of assignments and exercise of higher degree of independent action.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives direction and supervision from the Transit Manager. May receive guidance and/or supervision from Senior Transportation Planner.

**MINIMUM QUALIFICATIONS:**

**Transportation Planner I** - A Bachelor's degree from an accredited college or university is required. Major course work in urban or transportation planning, or a related field, is desirable. One (1) year of para-professional level experience equivalent to a *Transportation Technician II* with the City of Fairfield, that demonstrates application of the above knowledge, skills and abilities is desirable.

The City of Fairfield's *Transportation Technician II* position performs a variety of technical and para-professional transit operations related work and/or transportation engineering work and is the full journey-level class within the Transportation Technician series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit; receive general supervision from the Transportation Planner and technical and functional supervision from professional level transportation staff as appropriate; and may exercise technical supervision over lower level transportation personnel.

**Transportation Planner II** - A Bachelor's degree from an accredited college or university is required. Major course work in urban or transportation planning, or a related field, is desirable. Two (2) years of progressively responsible professional level experience, equivalent to a Transportation Planner I with the City of Fairfield, which demonstrates application of the above knowledge, skills and abilities are required.

**LICENSE AND/OR CERTIFICATE:**

Possession of a valid Class C California Driver's License is required.

**EXAMPLE OF DUTIES:**

*Duties may include, but are not limited to the following:*

- Coordinate transportation planning issues at local and regional levels.
- Collect, summarize, and analyze data.
- Prepare statistical and narrative reports.
- Prepare federal, state, and local grant applications and assist with grant management.
- Develop projects for programming in the Capital Improvements Program.
- Negotiate consultant contracts and monitor for compliance and performance.
- Manage planning studies for operational improvements.
- Develop master plan for transportation facilities.
- Review rules, regulations, and laws affecting transportation system.
- Review site plan and Transportation Impact Analysis of developments.
- Promote alternative transportation (*Transportation Demand Management*).
- Develop Geographic Information System for infrastructure.
- Interact effectively with the public and contractors to resolve customer complaints.
- Perform related duties and responsibilities as assigned.

**KNOWLEDGE & ABILITIES:**

*The level and scope of the knowledge and abilities listed below vary between the I and II levels.*

**Knowledge of:**

- Principles and practices of transportation planning and operations.
- Federal, state, and local laws relating to transportation planning and operations.
- Public agency contract administration.
- Modern office methods, practices, procedures and equipment.

**Ability to:**

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationship with staff, public agency representatives, citizen groups and the public.
- Analyze a variety of administrative and technical issues and make sound policy and procedural recommendations.
- Operate modern office equipment including computer and related word processing, database, and spreadsheet software applications.
- Interpret and apply policies, laws, rules and regulations.

**THE SELECTION PROCESS:**

Based on the information provided in the application documents, the best-qualified applicants will be invited for further examination. All applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination. Depending upon the number of applications received, the examination may consist of an application screening, written and/or practical exam, oral interview, or any combination. This position requires a local records check, and response to a medical questionnaire prior to appointment. A pre-employment medical exam may also be required.

OUR OFFICE IS LOCATED AT:  
1000 Webster Street  
Fairfield, CA 94533  
707-428-7394

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## Transportation Planner I/II Supplemental Questionnaire

- \* 1. To provide us with an opportunity to evaluate your background, responses to the Supplemental Questions are required in addition to your application. All work experience that is described or included in your response(s) MUST be included in the "Work Experience" section of your application. (Do not refer to a resume or other documentation.) Please check off all of the items that you have completed in your application: • Completed education history • Detailed description of each position you have held in the last 10 years, including any relevant job history that may be outside of 10 years. Please list gaps in employment and the reason • Supervisor/Manager's name • Employer phone number I acknowledge receipt of the above instructions.  
 Yes    No
  
- \* 2. Do you possess a Bachelor's Degree from an accredited college or university with a major in urban or transportation planning or a related field; AND at least one (1) year of para-professional experience in transit operations related and/or transportation engineering level work experience?  
 Yes    No
  
- \* 3. Do you possess a Bachelor's Degree from an accredited college or university with a major in urban or transportation planning or a related field; AND at least two (2) years of progressively responsible professional level experience in regional, urban, transportation, or transit planning experience?  
 Yes    No
  
- \* 4. Do you possess a Master's Degree from an accredited college or university in regional, urban or transportation planning, community development, public policy or related field; AND at least one (1) year of progressively responsible professional regional, urban or transportation planning experience?  
 Yes    No
  
- \* 5. Please select the number of years of increasingly responsible experience that you have in transit planning and transportation planning.  
 Less than two years  
 Two years  
 Three years  
 Four years  
 Five or more years  
 I do not have this experience

- \* 6. Please summarize below how your education and experience provide you with the skills, knowledge and abilities required to perform the work of this position. Please be specific to subject matter, the purpose of the work, the methods and tools you used, and which positions or classes where this experience was obtained.

\* Required Question