



## Senior Transportation Planner (IV)-Helena, MT

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### Summary

This is a full-time senior position to provide planning services by applying transportation and master plan development knowledge on a wide range of projects to ensure compliance with regulatory requirements. Services include providing project management, research, analysis, and writing; leading public meetings and associated planning services primarily for road and surface transportation projects; and assisting in supervising planning staff. Support is also to be provided for airports, regional transportation plans and community planning, traffic engineering, and transportation design projects. Primary public sector clients will include state departments of transportation, municipal governments, and counties/boroughs. Some work will be in support of DOWL offices in other states.

### Essential Duties and Responsibilities include the following:

1. Serve as project manager or task leader on surface transportation planning projects in accordance with contractual obligations.
2. Provide planning, project management, and public involvement support for traffic engineering and transportation design projects.
3. Prepare scope and fee proposals for transportation planning projects, including development of scope of services, budget, schedule, and important assumptions. Negotiate client contracts.
4. Develop project management plans and implement quality assurance/quality control processes on assigned transportation projects.
5. Write, review, and edit planning documents.
6. Coordinate with clients and DOWL management on budgets, schedules, and deliverables.
7. Lead and participate in project meetings with public sector staff and clients. Conduct interactive planning exercises with clients, including goal-setting, alternatives analysis, and policy discussions.
8. Attend and present at public meetings.
9. Conduct marketing and develop responses to requests for proposals. Coordinate with sub-practice area (SPA) lead to identify and establish client relationships, and identify new business opportunities.
10. Assist in supervising transportation planning staff in performing their duties, and direct work of planners, engineers, and support staff on assigned transportation projects. Review and approve timesheets and expense reports as assigned.
11. Review and approve project invoices and follow up on collection of accounts receivable.
12. Assist in developing strategic direction for SPA, and assist in achieving SPA goals.
13. Consistently exercise discretion and judgment in all work tasks.

## **Supervisory Responsibilities**

Assist in providing direction, coordination, and evaluation of personnel. Carry out supervisory responsibilities in accordance with DOWL's policies and applicable laws. Responsibilities include assisting with: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints; and resolving problems.

## **Requirements**

### **Education and/or Experience**

Baccalaureate degree in transportation planning, traffic or transportation engineering, environmental planning, community/land use planning or a closely-related program. At least ten years work experience in transportation planning or engineering, traffic engineering or a combination of work experience and higher education.

### **Certificates, Licenses, Registrations**

- Professional certification desirable (e.g., Professional Engineer [P.E.], Professional Transportation Planner [PTP] Certified Transportation Planner [CTP], or American Institute of Certified Planners [AICP]).
- Must have a valid driver's license and a good driving record.
- Must be 18 years of age or older.

**Visit our careers page for the full position description and to apply- <https://Careers.dowl.com>**

DOWL is an equal opportunity and affirmative action employer. Minority, female, veteran, and disabled candidates are encouraged to apply.

Our company THRIVES ON DIFFERENCES! All we ask is that our employees and applicants continue to learn how to work better together. We believe in adjustment first, accommodation always. We believe that people come to work every day with positive intent.

Applications accepted online only at company careers webpage - <https://careers.dowl.com>