

### **Capital Projects Planner:**

This position requires an individual who possesses strong leadership, communication and teamwork skills. The Capital Projects Planner is an intermediate-level professional planning position in the Department of Capital Development. Under the general direction of the Manager of Construction, the planner supports execution of GoTriangle's mission, vision and strategic plans. Accordingly, the planner also supports the project development process through which capital transportation improvements are initiated, scoped, planned and scheduled, budgeted and implemented. The planner is responsible for a broad range of complex and challenging planning and analytical duties accomplished throughout the lifecycle of capital transportation improvement projects and transit initiatives. The planner is a key member of a cross-functional team of experienced professionals whose qualifications and expertise include engineering, project management, safety and security, real estate, environmental and transportation planning. The planner uses standard project management processes and procedures to support implementation of centralized portfolio management, which controls and manages transportation projects undertaken to achieve the mission, vision and strategic business objectives of GoTriangle and its regional partners.

### **Responsibilities include (but not limited to):**

- Performing comprehensive planning duties, and supports design and administration of transit improvement projects involving GoTriangle and its regional business and municipal partners.
- Collaborating, coordinating, communicating with regional planning groups, including but not limited to professional colleagues representing municipalities, metropolitan planning organizations and stakeholders.
- Facilitating the development and maintenance of planning standards, policies and standard operating procedures including the Better Bus Stops plan; and supporting the development of Design Guidelines for Transit Facilities.
- Providing planning expertise and support during the preparation of: preliminary or conceptual designs and drawings for transportation improvements; independent cost estimates; schedule forecasts, specifications, contracts and related planning and engineering work.
- Supporting preparation and presentation of information before GoTriangle officials, executives, local and state government staff and elected officials, business partners, and community members.
- Serving as the staff liaison, meeting and conferring with the public, private property owners, developers, governing officials, and others in a variety of situations.
- Supporting procurement to obtain professional services consultants to perform planning tasks.
- Participating in the preparation of Capital Improvement Program (CIP) project applications, schedules and budgets involving transit facilities. Assisting other departments with preparation of transportation related CIP applications and budget allocations.
- Leading out with community engagement and analyses involving the Better Bus Stops Program; and monitoring, assessing and providing program updates as required.
- Participating during public meetings or hearings to explain planning proposals, gathering feedback from residents and community representatives, or achieving consensus on project scope.
- Identifying local, state and federal funding sources for transportation project elements and amenities; preparing budget requests; and preparing federal and state funding applications.

- Participating in the preparation of Local Government Agreements. Upon request, performing as a liaison with state and federal contract administrators.
- Developing short and long range transportation plan cost and schedule assumptions as a member of advisory committees and staff working groups related to municipalities and counties.
- Supporting project schedule and budget development and review; and coordinating or supervising consultant work to ensure compliance with project requirements.
- Writing letters, reports, memoranda and other correspondence for management review.
- Tracking contract documents and status of transit initiatives, reviewing consultant deliverables, and providing department responses to the consultant team as assigned.
- Participating in development or review of special studies and reports.
- Maintaining highly effective working relationships with technical and administrative staff of local governments, and appropriate State and Federal representatives.
- Performing other duties as assigned.

This Position requires a Bachelor's Degree from an accredited four-year college or university in urban or transportation planning, public or business administration, or civil engineering and five (5) years of related experience; or a Master's Degree in planning or related field from an accredited university and four (4) years of verifiable planning experience with increasingly complex responsibilities. The candidate has extensive work experience in transportation planning, civil engineering or a closely related field. Preference will be given to candidates who have a minimum of five (5) years progressively complex experience in transportation planning and screening of a wide variety of multimodal transportation projects. The ideal candidate will have at least five (5) years paid verifiable experience working with a transit agency, MPO or municipality; a Master's degree and AICP certification. He/she must have knowledge and understanding of grants funding, capital budgets for transportation improvements, and experience working with municipalities and metropolitan planning organizations. The candidate will provide evidence of experience working to successfully build and cultivate strong professional working relationships with internal and external partners; and support and consensus with strategic planning colleagues, regional stakeholders, business partners and communities. The incumbent will know and have experience implementing the principles and practices of contract negotiations and administration, as well as familiarity with the application of the principles and practices of project management per the Project Management Institute (PMI), including scope, time, cost and risk, and stakeholder involvement. We seek a strong communicator with demonstrated verifiable skill for collaboration and teamwork, building positive relationships with and consensus among business partners and stakeholders. Proficiency in the use of Microsoft Office Packages, GIS software, Google Earth Pro and Microsoft Schedule applications are essential to this role. Public speaking, including preparing and delivering presentations that include graphical information is required. Interpreting and administering policies and procedures, with the ability to discuss, resolve and explain them to staff and other constituencies is part of this role. This position requires a valid driver's license with a good driving record. The pay range is \$49,401-92,374 and comprehensive benefits package is offered.

Qualified candidates can email cover letter and resume to: [jobs@goTriangle.org](mailto:jobs@goTriangle.org) or mail to: GoTriangle, PO Box 13787, RTP, NC 27709.

No phone calls or 3<sup>rd</sup> party solicitations please. EOE.