The Rhode Island Public Transit Authority (RIPTA) is recruiting Internally and Externally for the position of Planner I. All applicable CBAs will apply when considering internal applicants.

Position Title: Planner I

Posting Period: October 10, 2017 – October 31, 2017

Salary Range: $47,351.02 to $59,188.77 Annual

Union Affiliation: Laborer’s International Union of North America, Local 808 (LIUNA Local 808).

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Reports To: Executive Director of Planning/Associate Director of Planning

Description of Work:
Under general direction, the Planner I responsible for assisting the Planning Department with the development of capital infrastructure projects and planning studies. We are seeking a Planner I who is highly motivated to also provide a range of support for the Planning Department, which in addition to capital development includes short and long range planning, scheduling, and ridership and revenue data analysis.

Strong communication skills, attention to detail, and positive, cooperative attitude are required. Ability to handle multiple tasks and multiple requests from co-workers required. This position has a focus on capital infrastructure development with many external partners, and therefore will require a candidate with strong knowledge of Federal procurement guidelines and technical writing. Specific tasks will include all aspects of bus stop management, advancing roadway improvements such as signal and lane priority, and maintaining professional contact with representatives of the cities & towns where RIPTA provides bus service and with representatives of neighboring bus & rail systems. The successful candidate will also have some opportunities to assist colleagues on related capital planning as well as short and long-range planning projects.

Essential Duties and Responsibilities:
1. Write procurement scope of works for capital projects, including programmatic bus stop improvements.
2. Oversee contracts related to design and construction of bus stops and other capital projects as assigned.
3. Work with municipalities and partner agencies in the identification and prioritization of bus stop infrastructure improvements.
4. Monitor Statewide Transportation Improvement Plan schedule and coordinate with RIDOT and municipalities to incorporate RIPTA bus stop considerations into RIDOT-led construction projects.
5. Expand program of work to provide feedback to municipal development plans to best represent RIPTA’s interests.
7. Oversee growth and maintenance of the RIPTA statewide Transit Signal Prioritization network.
8. Organize and participate in public participation efforts directly related to capital projects.
9. Performs other related duties as assigned.
Education:
- Bachelor’s Degree from an accredited college or university with major course work in Urban Studies, Regional Planning, Geography, Civil Engineering, Public Policy, Political Science or a closely related field is preferred plus two years of relevant experience. Highly-relevant experience in public transportation, regional planning, or a similar industry may be substituted for a portion of the education requirement.
- A master’s degree in a relevant field may substitute for two years of experience. A strong interest in the field of public transportation is required.

Qualifications:
- Candidates without past work experience in transit and transportation planning must demonstrate why they wish to work in the industry and should highlight experience that will be helpful in this position.
- Must possess excellent communication skills (written and verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.
- Must be proficient in Microsoft Word, Excel and PowerPoint.
- GIS experience is strongly preferred.
- Spanish fluency a plus.
- Ability to prioritize multiple complex projects

Experience: Experience in a Transit Planning environment would be preferable but is not required. Candidates must demonstrate clear interest in public transportation and must have proven analytical aptitude.

OR: any combination of education and experience that shall be substantially equivalent to the above education and experience.

Independent Action: Performs within prescribed guidelines in accordance with departmental policies/practices. Refers more complex situations to other appropriate individuals.

Selection Process:
- Interested applicants should submit their resume and written request to the Human Resources Department by due date;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Applicants may be required to demonstrate the ability to create a Word document and use e-mail;
- May be required to pass an oral interview and/or written test;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations and disciplinary history;
- Seniority will be calculated as the final step in the process of selection in the event that any qualified applicants are determined to be “equal”.

Interested applicants should submit their resume and application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907 no later than the October 24, 2017. No phone calls will be accepted.

RIPTA is an Equal Opportunity Employer: It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.