



JOB DESCRIPTION

POSITION TITLE: Transportation Planner/Engineer

DEPARTMENT: Traffic

LOCATION: Exton, PA

SUPERVISOR: Project Manager

DATE CREATED: September 5, 2017

POSITION SUMMARY:

This position is for a full-time transportation planner/engineer with three to seven years of experience to work in McMahon's Exton, PA office. The candidate will assist project managers on all aspects of transportation planning projects, including proposals, field work, research, analyzing data, developing solutions, preparing maps and graphics, drafting reports and documents, soliciting feedback from the client and public, and presenting recommendations.

A successful candidate should have the following for consideration:

PRIMARY DUTIES:

- Conduct research on various topics, including demographics, transportation issues, and best practices
- Assist with field work, including photographs, sketches, counts, and measurements
- Request, compile, and organize data from a variety of sources
- Create maps and graphics for transportation planning or engineering documents, including displays and materials for project committee and public meetings
- Draft text for planning documents, such as multimodal transportation plans, trail plans, corridor plans, parking plans, transportation elements of municipal comprehensive plans, and grant applications
- Assist in client contact and communication pertaining to specific projects as necessary
- Assist with preparing materials and attending project related meetings outside of the office with clients, agencies, and the public
- Maintain organized project files
- Mentor and train less experienced staff

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent oral and written communication skills
- Public outreach and engagement experience
- Ability to identify problems, collect data, and develop creative solutions
- Organizational skills and attention to detail
- Ability to work on multiple projects at the same time, both independently and also as an integral part of a team
- Strong work ethic and desire to learn and grow professionally
- Interest in multimodal transportation planning, particularly planning for bicycle and pedestrian facilities
- Knowledge and experience working with PennDOT, MPOs/RPOs, County Planning agencies, transit authorities, and municipalities is desirable

- Knowledge and interest in transportation funding programs is desirable
- Advanced proficiency of Microsoft Office Suite required
- Experience with Synchro, ArcGIS, Adobe Creative Suite, and/or AutoCAD is also desirable
- Valid driver's license

EDUCATION/EXPERIENCE:

- Bachelor's Degree in a City/Urban Planning, Civil Engineering, or related field from an accredited four-year college or university
- A minimum of three years of experience in planning/engineering is required, with five years or more of planning/engineering experience desirable. Experience working as a transportation or community planner preferred.

CERTIFICATIONS/LICENSES REQUIRED:

- American Institute of Certified Planners (AICP) or Engineer-in-Training Certifications are desirable, but not required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is predominantly performed in an office setting. Work requires frequent and prolonged telephone and computer use. Field work may be required occasionally.

While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add, or remove duties from particular jobs and to assign other duties as necessary.

This company is an Equal Opportunity Employer. We invite resumes from all qualified, interested parties, regardless of race, gender, national origin, religion, sexual orientation, disability, age, or any other protected classification under national or local law.

For more information about this position please visit mcmahonassociates.com/careers.