



City of Fairfield Transportation Planner I/II

SALARY	\$45.34 - \$60.83 Hourly \$3,627.20 - \$4,866.40 Biweekly \$7,858.93 - \$10,543.87 Monthly \$94,307.20 - \$126,526.40 Annually	LOCATION	Fairfield, CA
JOB TYPE	Full-Time	JOB NUMBER	2024-00026
DEPARTMENT	PUBLIC WORKS	OPENING DATE	07/25/2024
CLOSING DATE	8/15/2024 5:00 PM Pacific	FLSA	Exempt
BARGAINING UNIT	FGMA		

Description



The City of Fairfield is accepting applications for a Transportation Planner I/II vacancy within the Public Works Department! The deadline to apply is August 15, 2024, at 5:00 p.m. with interviews tentatively scheduled for the week of September 2, 2024.

The successful Transportation Planner I/II candidate will work in the Transportation Division of the Public Works Department and perform transit planning activities for the City of Fairfield's transit system called FAST. FAST is an innovative small operator that operates fixed route, microtransit, and paratransit services in a 40 square mile area in the City of Fairfield. This position will be exposed to and learn all facets of transit administration and operations.

This classification is represented by Fairfield General Management Association (FGMA) and offers an excellent benefits package including:

- CalPERS pension (Classic 2.5% @ 55 OR 2% @ 62 for new CalPERS member)
- Generous contributions to medical, dental, and vision plans
 - 3 medical carriers to choose from: Kaiser, Sutter Health or Western Health
- 144.86 hours of personal leave (cashable) annually, plus vacation and sick leave
- City paid retirement health savings contributions and life insurance
- 10.40% City paid deferred comp contribution (mandatory employee contribution is 4.10%)
- A 4/10 schedule with Fridays off

PLEASE NOTE THAT THE CITY USES AN ELECTRONIC REFERENCE CHECK PROCESS. REFER TO THE "REFERENCE CHECKS" SECTION AT THE BOTTOM OF THIS JOB POSTING FOR MORE DETAILED INFORMATION.

The posted salary range spans the Transportation Planner I/II series. Please refer to the specific [job descriptions](#) for the individual salary ranges.

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 Transportation Manager. May receive guidance and/or supervision from the Transit Operations Manager.

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.

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.

Examples 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 Metropolitan Transportation Commission's Transportation Improvement Program and the City of Fairfield's Capital Improvements Program.
- Procure and negotiate consultant contracts and monitor for local, state, and/or federal compliance and performance standards. Add an additional bullet that reads:
- Coordinate City's federal Disadvantaged Business Enterprise (DBE) Program.
- Manage planning studies for operational improvements.
- Coordinate, complete, and analyze customer service surveys, asset inventories, and planning studies aimed at improving FAST day-to-day service.
- Review rules, regulations, and laws.
- Interact effectively with the public and contractors.
- Perform related duties and responsibilities as assigned.

For the full job descriptions, click [HERE](#).

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.

HOW TO APPLY:

Candidates must submit an online application via NeoGov/Governmentjobs.com by 5:00 p.m. of the closing date. If you have any difficulties submitting your online application, please call NeoGov's **Applicant Support Line at (855) 524-5627**.

Mac users please note: To ensure compatibility, please use Google Chrome and ensure iOS settings are up-to-date.

If you feel you will need a reasonable accommodation for any portion of the testing/interview process, please contact Human Resources at (707) 428-7394 at least 1 week prior to the application deadline or examination date.

REFERENCE CHECKS:

The City utilizes an electronic reference check process. Please note that if you include your current supervisor under the "References" section of your application, they may be contacted at any point in the recruitment process without prior notification to you, even if you have marked "do not contact employer" in the Work Experience Section.

When listing references, please identify persons who can assess your *professional* qualifications in the context of the workplace. Examples include former colleagues/supervisors, mentors, etc.

If you have limited or no work experience, you may identify *personal references* familiar with your qualifications that would be transferrable in the workplace. Examples include teachers, volunteer coordinators, mentors, etc.

The City of Fairfield is an equal opportunity employer and is committed to creating a work environment in which all individuals are treated with respect and professionalism.

Agency

City of Fairfield

Address

1000 Webster Street
4th Floor
Fairfield, California, 94533

Phone

707-428-7394

Website<https://www.governmentjobs.com/careers/fairfield/>**Transportation Planner I/II Supplemental Questionnaire*****QUESTION 1**

Do you have a valid Class C California Driver's License or equivalent?

- Yes
 No

***QUESTION 2**

How many years of progressively responsible professional regional, urban or transportation planning experience do you have? Your response must be validated by the information provided in the WORK EXPERIENCE section of your application.

- Less than 1 year
 1 year
 2 years
 3 years or more

***QUESTION 3**

What is your highest level of education?

- High School Diploma or equivalent
 Associate's Degree

- Bachelor's Degree
- Master's Degree or higher

***QUESTION 4**

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. **Your response must be validated by the information provided in the WORK EXPERIENCE section of your application.** Please limit your response to approximately 500 words or less.

***QUESTION 5**

Cite examples of your experience with Federal, State, and local regulations regarding transit operations. Please limit your response to approximately 500 words or less.

***QUESTION 6**

What is your experience with route and service planning? Please limit your response to approximately 500 words or less.

* Required Question