



Metropolitan Transportation Commission Associate Planner - Next Gen Trails

SALARY	\$53.70 - \$68.11 Hourly \$9,308.35 - \$11,805.25 Monthly \$111,700.16 - \$141,662.98 Annually	LOCATION	San Francisco, CA
JOB TYPE	Temporary/Full-Time	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	713	SECTION	Design & Project Delivery
OPENING DATE	04/25/2023	CLOSING DATE	5/14/2023 11:59 PM Pacific

DESCRIPTION

DEADLINE TO APPLY IS SUNDAY, MAY 14, 2023, AT 11:59 PM
IF YOU ARE INTERESTED, PLEASE APPLY IMMEDIATELY
First round interviews tentatively scheduled for Wednesday, May 24, 2023
A resume and cover letter are not required with your application, but highly encouraged

THIS IS A TIME-LIMITED POSITION THROUGH JUNE 30, 2026

Be ready to rethink your assumptions about the public sector. Flexible hours? Flexible work location? A beautiful, well-located, high amenity building for on-site work? Yes, yes, and yes!

The Metropolitan Transportation Commission (MTC) is the transportation planning, financing and coordinating agency for the nine-county San Francisco Bay Area. MTC is the federally designated Metropolitan Planning Organization (MPO) and the state designated Regional Transportation Planning Agency (RTPA) for the nine-county San Francisco Bay Area. MTC provides services to the Association of Bay Area Governments (ABAG). For more information about MTC, visit www.mtc.ca.gov.

MTC's Design and Project Delivery Section is responsible for the development and delivery of innovative transportation strategies that improve the performance of the region's freeway, bridge, arterial, and transit systems, with an emphasis on operational efficiencies and demand management/high vehicle occupancy strategies.

Under the general direction of the Principal Planner/Engineer – Active Transportation, the Associate Planner – Next Gen Trails is responsible for delivering next generation, inclusive trail projects and programs that connect communities and the regional active transportation network for commute and recreational travel. The completion of the San Francisco Bay Trail is a priority focus but also includes the planning and delivery of bridge trails, regional trails, public access, first/last mile connections to transit strategies, quick builds, bikeshare, and bike rebate programs among others. This position will work collaboratively with the Bay Trail Planners and other engineers and planners internal and external to MTC in accomplishing these goals.

The individual will lead and manage projects/tasks that requires planning, design, and outreach competencies and depth of experience, diligent attention to detail, project management skills, and strong communication skills. The individual will also perform a wide range of tasks including:

- Bringing a commitment to next generation and inclusive trail planning, design, development and implementation in the region

- Being passionate about contributing to the delivery of permanent and temporary active transportation projects and programs that result in a multimodal transportation system that is more equitable, more accessible, connected and safer for all ages and abilities
- Assisting with complex trail projects across a variety of scales, i.e. supporting strategic and regional plans, traditional site planning and design, interpretive planning and/or planning for signage improvement
- Managing trail planning projects and consultant contracts; i.e. analysis and feasibility studies, graphics production, partner programming, GIS mapping and analysis, bicycle and pedestrian counts, visitor experience data collection and analysis, and sign plans
- Developing strategies to collect, analyze, and communicate graphic data necessary to inform projects, decision-making, and advocate for active transportation improvements
- Developing work scopes, procurement documents, contracts, task orders, inter-agency agreements and related project administration functions
- Persuasively advance both practical and innovative concepts, project development, designs, and delivery methods aimed at improving active transportation infrastructure to MTC executive and management staff, and partner agencies such as Caltrans, cities, County Transportation Authorities, transit operators, park districts, elected officials, non-profits and stakeholders
- Identifying and analyzing practical and innovative concepts to quickly and cost effectively implement active transportation projects and programs
- Identifying and pursuing ways to address inequitable access to active transportation infrastructure and programs
- Working closely with key resource agencies on project design, approval and environmental documents
- Working both independently and collaboratively in a team environment
- Preparing staff memos, reports and presentation materials as assigned
- Pursuing a variety of funding opportunities including submitting grant applications
- Advancing MTC's reputation in active transportation implementation work by participating in conferences, publishing articles, and/or sitting on related technical advisory working groups

All employees at MTC are classified as Disaster Service Workers.

SKILLS AND ABILITIES

The ideal candidate will have the following knowledge, skills and abilities:

Knowledge of:

- Principles, practices and techniques of next generation trail planning, greenways design and development
- Principles, practices and techniques of urban design and resilience, specifically green stormwater infrastructure (GSI), sea level rise (SLR), and ecological design
- Principles, practices and techniques of active transportation and mobility planning
- Principles, practices and strategies of Complete Streets, Vision Zero, Safe Routes to School and First and Last Mile solutions
- Relationships between active transportation, land use, environmental design, public health, the economy and overall sustainability
- Understands the relationship between the built environment and climate justice
- Effective community design/planning and engagement strategies
- Principles and practices of policy, funding and program development, implementation, and administration
- Policies, procedures, rules, and regulations governing transportation planning
- Principles and practices of contract negotiation and administration
- Principles and practices of budget preparation and administration
- Related Federal, State, and local laws, codes, and regulations
- National and international best practices, guidelines and standards for street design, including but not limited to NACTO and AASHTO
- Effective project management strategies for project delivery
- A strong understanding of the issues and power dynamics around race, gender, equity, and transportation policy

Skills and Abilities

- Analyze complex transportation planning, design and environmental impact issues, identifying alternative solutions, and projecting consequences of proposed actions
- Research, analyze, and evaluate policy, design issues, alternative delivery methods, and funding and techniques

- Develop project budgets, schedules, work plans, and cost estimates and projections
- Tackle multiple issues, anticipate issues and troubleshoot effectively
- Manage competing priorities and multiple simultaneous projects involving cross-functional project teams
- Analyze and assess policies, funding, design and operational issues
- Prepare and administer project budgets and funding
- Prepare clear and concise memos, reports, graphically-pleasing presentations, and funding/financial reports
- Interpret and apply applicable Federal, State, and local policies, laws, and regulations
- Communicate clearly and concisely, both orally and in writing to both internal and external stakeholders using data analytics and visualization
- Prepare and present online webinars, trainings and guidance
- Interpret and draw conclusions from a variety of data sources including but not limited to collision data, volumes, speeds and other geo-spatial and location-based service (LBS) datasets
- Select and evaluate planning, environmental, design, and construction management consultant teams
- Organizational awareness and ability to anticipate sensitive issues that impact the region
- Organize, direct, and coordinate amongst partner agencies, stakeholders and decision-makers
- Build, establish and maintain effective working relationships with all entities/individuals in the course of work, including MTC/BATA Board members, elected officials, stakeholders, and the general public
- Entrepreneurial spirit to equitably enhance walking and biking in the Bay Area for all ages and abilities
- Conversant in graphic programs, such as ArcGIS and/or Adobe Creative Suite, and possess the ability to learn new applications
- Ability to juggle competing priorities with 100% follow-through in a fast-paced work environment, occasionally delivering on short timelines
- Strong leadership aptitude, with the ability to encourage, motivate, inspire, and challenge colleagues and partners

MINIMUM QUALIFICATIONS

An appropriate combination of education and experience that has provided the required knowledge, skills and abilities is qualifying. A typical way of obtaining the required qualifications is:

Education: A Bachelor's degree in an appropriate field related to the area of assignment, such as transportation planning, city and regional planning; transportation engineering or modeling, financial management, economics, business or public administration; A Master's degree is desirable. *(Applicants with a degree issued from an institution outside the United States must have their transcripts evaluated by an academic accrediting service and provide proof of equivalency along with their application.)*

Experience: Two years of increasingly responsible experience in an appropriate field related to the area of assignment, such as transportation planning, city and regional planning; transportation engineering or modeling, financial management, economics, business or public administration.

PREFERRED/DESIRED EDUCATION: A Master's degree in an appropriate field related to the area of assignment, such as transportation planning, project management, public finance, transportation engineering, civil engineering, economics, urban/environmental/landscape design, business, public administration or public health, is desired.

License/Certificate:

Possession of a valid California Class C driver's license and a safe driving record, or the ability to provide alternate transportation which is approved by the appointing authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision and direction of the Principal Engineer—Active Transportation, specific assignments and responsibilities include, but are not limited to, the following:

Design Analysis/Review

- Conduct conceptual trail design review for site plans and development plans
- Provide best practice recommendations to partner agencies regarding trail design and amenities per the Bay Trail Design Guidelines and other resources
- Coordinate with key resource agencies on planning and design priorities for the Bay shoreline and the Bay Trail
- Answer public inquiries related to Bay Trail Design
- Conduct field site visits to understand existing conditions

Planning Analyses

- Research and analyze design challenges and technical issues using data and qualitative information, distill complex information into simple but effective forms, frame options and articulate recommendations; vet technical/policy issues with others and influence decisions by applying technical skills and knowledge and calculating risks
- Analyze and make recommendations for complex transportation planning problems with a focus on active transportation but understanding the implications to other travel modes
- Conduct network planning feasibility and prioritization assessments for regional trails, bridge trails, and connections and access to communities, regional transit and other regional assets
- Consider contest-sensitive solutions, ecological design and resilience strategies in project scopes of work
- Consider equity and public health datasets in analyses, in particular equitable access to trails, facilities and open space for disadvantaged communities
- Persuasively advance both practical and provocative concepts aimed at improving transportation infrastructure performance to MTC executive and management staff, partner agencies, elected officials and stakeholders

Funding, Budgeting and Grants Management

- Research, keep apprised, strategically identify and pursue available active transportation funding sources to underwrite planning, engineering and delivery of projects to close key trail gaps
- Prepare funding plans and determine work items that are eligible for grant funding and lead efforts to apply for grant programs geared towards people who bike, walk and roll
- Lead, coordinate and confer with local agencies and other jurisdictions on joint studies, funding agreements and grant applications related to active transportation
- Coordinate closely with internal staff and external partners to write, pursue, execute and manage grants
- Participate in the preparation of the annual consultant budget

Technical Assistance

- Research emerging and topical trends in the trails and active transportation field
- Liaise with local partners to understand active transportation needs in the region
- Organize and lead cutting-edge active transportation webinars, trainings and/or presentations focusing on design and project delivery
- Build active transportation technical capacity internally and externally and support knowledge-sharing in the region

Project Management and Delivery

- Support a program of projects, which may include regional trails, greenways, first/last mile improvements to transit, bikeshare, e-bike rebates and other active transportation initiatives
- Develop consultant work scopes, procurement documents, contracts, task orders, inter-agency agreements and related project administration functions for active transportation projects
- Oversee preparation of plans, specification and cost estimates for active transportation projects
- Monitor the preparation of and approve or recommend as appropriate, changes to the scope of work of and change orders, approve expenditures from project funds, direct and monitor consultant's work
- Prepare reports on all phases of active transportation projects including work progress, financial status, progress payments, design details and calculations
- Explore and execute innovative project delivery strategies such as quick build tactical urbanism that can quickly deliver cost-effective projects that further advances a safe and seamless regional network
- Cultivate and maintain effective partnerships and relationships with cities/counties, federal and state transportation agencies, transportation authorities, transit operators, resource agencies, bike coalitions, business community and other pertinent

stakeholders to raise awareness and funding/policy support to advance planning and capital project delivery of near-term operational strategies to address active transportation, transit service, person throughput, and congestion relief

- Communicate clearly and concisely, using strong writing and graphic presentation skills

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Agency

Metropolitan Transportation Commission

Address

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San Francisco, California, 94105

Phone

415-778-6700

Website

<http://www.mtc.ca.gov>

Associate Planner - Next Gen Trails Supplemental Questionnaire

***QUESTION 1**

Describe three major topical challenges for trail planning and/or trail design and/or implementation today.

***QUESTION 2**

Please describe any trail/ped/bike/active transportation plans you have managed or contributed to in the past. How were they received?

***QUESTION 3**

Describe your experience developing cost estimates for trail/bike/ped/active transportation projects. Define what methods you used, and how/what the estimates were used for.

***QUESTION 4**

Describe your experience developing best practices or guidelines with a focus on resilience, and/or green stormwater infrastructure and/or ecological design.

***QUESTION 5**

I understand that this position is time-limited through June 30, 2026, and I am still interested in being considered.

Yes

No

* Required Question