

JOB TITLE: Transportation Planner III
EMPLOYEE:

DOT #: 188.167-110
CLAIM #



KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Transportation Planner III

DOT TITLE Planner, Program Services **DOT NUMBER** 188.167-110

DEPARTMENT King County Department of Transportation
DIVISION, Transit Division, Accessible Services Unit
Para-transit/Rideshare Section.

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 7

JOB STATUS

Full Time Career Service Exempt

ADDRESS OF WORKSITE

821 Second Avenue, Suite 1240
Seattle, WA 98104-1596

CONTACT'S NAME

Bob Sahm

CONTACT'S PHONE

(206) 205-6577

EMPLOYER JOB TITLE

Transportation Planner III

DATE COMPLETED

6/20/02

VRC NAME Jeff Casem

DATE REVISED 09/10/09

WORK HOURS

8-5, Monday through Friday. May require some evening or weekend meeting attendance. Start or end times may be adjusted for a "flex-schedule".

OVERTIME

Exempt (salaried), not required in normal work schedule, however may occur once per month.

JOB DESCRIPTION

Conducts studies, prepares reports, and advises public and private sector administrators on feasibility, cost effectiveness, and regulatory conformance of proposals for special projects or ongoing programs in field of transportation.

Consults with administrators or planning groups to discuss overall intent of programs or projects and determines broad guidelines for studies, utilizing knowledge of subject area, research techniques and regulatory limitations. Reviews and evaluates materials provided with proposals, such as environmental impact statements, vehicle specifications, or operations plans to determine additional data requirements. Conducts field investigations, economic or public opinion surveys, demographic studies or other research to gather required information. Organizes information from all sources, using research methods to ensure validity of materials. Evaluates information to determine feasibility of proposals or to identify factors requiring amendment. Develops alternate plans for program or project, incorporating recommendations, for review of staff or planning groups. Maintains collection of socioeconomic, environmental, and regulatory information related to agency functions, for use by planning and administrative personnel in government and private sectors. Reviews plans and proposals submitted by other governmental planning commissions or private organizations to assist in formulation of overall plans for region.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

1. Knowledge of transportation planning techniques and principles, practices and issues.
2. Extensive knowledge of regulations regarding accessibility of public accommodations, especially all modes of transportation.
3. Experience in reviewing policies with regard to the regulatory impact and preparing opinion documents and recommendations.
4. Knowledge of all facets of fixed route operations and Para transit operations service delivery including vehicles, training, service provision, and complaint management.
5. Experience in working effectively with a variety of transit staff in multi-disciplinary teams.
6. Experience in working with the public and staff of a broad range of political jurisdictions.

7. Skill in the use of research and evaluation techniques using a variety of resources.
 8. Policy design skills in all facets of public transportation service delivery.
 9. Experience in drafting, reviewing, and publishing policy manuals and guides.
- Bachelor's degree in transportation planning, a social science, physical, recreational or occupational therapy, or general engineering.
 - Valid Washington State driver's license or other means of getting to a variety of venues in the course of the workday.
 - Minimum of three years of experience working in a highly regulated industry, preferably transportation.
 - Minimum of three years of experience working with the disability community.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Identify issues to be addressed in transportation plan.
2. Review proposed plans and projects from external sources to determine applicability to relevant public policies.
3. Determine what policies/procedures may be needed to achieve stated goals.
4. Analyze plan/service proposals or others in terms of stated goals and potential impacts.
5. Evaluate policy alternatives for fiscal, legal and economic impacts.
6. Design and select appropriate method for information/data collection.
7. Perform periodic reviews of implementation plans to address changing conditions.
8. Coordinate public involvement or other external review processes for plan.
9. Develop and maintain effective working relationships with other related agencies and organizations.
10. Serve on interdepartmental, intergovernmental or private-sector partnership committees.
11. Represent the County with other agencies or jurisdictions.
12. Prepare information to respond to the King County Executive, the Metropolitan King County Council, the media, or the public.
13. Coordinate production of final documents.
14. Assist with implementing outreach strategies designed to inform and solicit responses about the project from others.
15. Lead project work teams.

NON-ESSENTIAL FUNCTIONS

None noted.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Telephone (headset available), Computer and computer software programs, printer, fax machine, TTY, copier, passenger automobile or alternative transportation.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Light – Lifting, carrying, pushing pulling up to 20 pounds occasionally; frequently up to 10 pounds, or negligible amount continuously. Can include walking and or standing frequently even though weight is negligible. Can include pushing or pulling of arm and leg controls typically found in the office environment or in operating a passenger vehicle.

Standing

Occasionally on carpeted or linoleum surfaces for 30 minutes to two hours at a time for up to two-four hours total in a work shift. May vary by daily requirements. Most commonly occurs while briefly standing while engaged in exchange of conversation, retrieving documents from office machines or filing; may occur for extended periods of time while in presentation or public meetings.

Walking

Occasionally on varied surfaces, ranging from interior office and hallways to city streets and parking lots for distances of less than 10 feet to up to seven city blocks for 10-60 minutes at a time for up to two hours total in a work shift. Most commonly occurs while moving about office or conference room, and occasionally occurs when walking to meetings in other buildings.

Sitting

Frequently on ergonomic office chair for 30 minutes to two hours at a time for up to six to eight hours total in a work shift. Most commonly occurs while working at workstation. Occasionally in an automobile or other mode of transportation to travel to cross-town meetings or out of town venues for planning or conference activities, for up to 4 hours of travel time.

Climbing

Occasionally when walking on city streets, may encounter steep grades equivalent to climbing or descending hills for 30-45 minutes at a time for up to one to two hours total in a work shift. Most commonly occurs while walking to meeting in other buildings.

Bending/Stooping

Occasionally from seated position or carpeted surfaces for less than 5 minutes at a time for up to one hour total in a work shift. Most commonly occurs while accessing reference and resource materials out of lower level bookshelves or file cabinets.

Kneeling

Rarely on carpeted surfaces for less than 5 minutes at a time for up to one hour total in a work shift. Most commonly occurs while accessing reference and resource materials out of lower level bookshelves or file cabinets.

Crouching

Rarely on carpeted surfaces for less than 5 minutes at a time for up to one hour total in a work shift. Most commonly occurs while accessing reference and resource materials out of lower level book shelves or file cabinets

Operating Controls with Feet

Occasionally required when operating automobile.

Reaching at waist to shoulder height

Occasionally from sitting or standing position to reach resource or reference materials in shelves or file cabinets for less than 1 minute or up to one hour in a work shift while accessing reference and resource materials out of higher level book shelves or file cabinets.

Reaching at knee to waist height

Occasionally from sitting or standing position to reach resource or reference materials in shelves or file cabinets for less than 1 minute or up to one hour in a work shift.

Reaching at floor to knee height

Occasionally sitting or standing position to reach resource or reference materials in shelves or file cabinets for less than 1 minute or up to one hour in a work shift.

Lifting 1-10 pounds

Frequently of office materials for 10 minutes at a time up to two to six hours total in a work shift. Most commonly occurs with weights of less than ten pounds while performing routine work duties.

Carrying 1-10- pounds

Frequently of office materials for 10 minutes at a time up to two to six hours total in a work shift. Most commonly occurs with weights of less than ten pounds while performing routine work duties.

Lifting 11-20 pounds

Occasionally requires transport of office or presentation materials for 10 minutes at a time up to one to two hours total in a work shift. Most commonly occurs with weights of less than 20 pounds while preparing for community meetings.

Carrying 11-20 pounds

Occasionally of office or presentation materials for 10 minutes at a time up to one to two hours total in a work shift. Most commonly occurs with weights of less than 20 pounds while preparing for community meetings.

Pushing and Pulling

Occasionally of file drawers for distances of 12-24 inches, with a force of less than five pounds for up to 10 times total in a work shift.

Handling

Occasionally while operating office machines throughout the work shift.

Operating Controls with Hands

Occasionally when operating automobile.

Fingering

Frequently to Continuously for 30 minutes to two hours at a time for up to six hours total in a work shift while operating the keyboard and mouse of computer while communicating by email, engaging in WEB based research, drafting and editing presentations, and preparing reports.

Talking

Continuously from 1 to sixty minutes at a time with co-workers and members of the public for up to six hours total in a work shift while conducting communication interactions, and communicating with co-workers, the members of other sections and departments in King County or other jurisdictions and the general public.

Hearing

Continuously from 1 to sixty minutes at a time with co-workers and members of the public for up to six hours total in a work shift while conducting communication interactions, and communicating with co-workers, the members of the King County Council and the general public.

Near acuity—clarity of vision at 20 inches or less

Continuously for 1 minute at a time up to eight hours total in a work shift while performing all aspects of the essential duties.

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Far acuity—clarity of vision at 20 feet or more

Continuously for 1 minute at a time up to eight hours total in a work shift while performing all aspects of the essential duties.

Depth perception—three-dimensional vision

During operation of passenger vehicle Rarely

Field of vision—observing an area that can be seen up and down or right or left while eyes are fixed on a given point

Operations of passenger vehicle Rarely

Night vision--seeing after sundown with minimal or no supplemental light sources

Operation of passenger vehicles for night meetings Rarely

TEMPERAMENTS

Directing, controlling, or planning activities of others Continuously

Working with others Continuously

Making judgments and decisions Continuously

ENVIRONMENTAL FACTORS

Work is generally performed in an office setting, occasionally out doors.

The noise level is quiet

Workers are exposed to Outside weather occasionally, when walking to other office buildings or traveling to/attending conferences or meetings across town or out of town.

POTENTIAL MODIFICATIONS TO JOB

This job may be modified in a number of ways specific to individual needs.

Signature & title of evaluator _____
Neil Bennett, M.Ed., CRC, CDMS

Date 6/24/02

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION
Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date