



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO



External Job Posting

Requisition #: 170007BJ
Posting Date: April 12, 2018
Closing Date: Open until filled
Official Title: Transportation Prg Planner III
Functional Title: Transportation Prg Planner III
Location: Boston – State Transportation Bldg
Vacancies: 1
Salary: \$62,080.20 - \$86,290.36
Schedule: Full-Time
Shift: Day
Bargaining Unit: E
HR Generalist: Marleny Polanco
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: John Lozada – 857-368-8541

Duties & Responsibilities:

Recommends, develops and implements transportation plans, guidelines and programs; conducts studies and analyzes data concerning transportation programs to make recommendations for changes in procedures, guidelines, etc., and to devise methods of accomplishing program objectives; responds to inquiries; maintains liaison with local, state and federal government authorities and others; gathers, develops and disseminates information on program content and services; performs related duties such as: attending meetings, maintaining records, and preparing reports.

- Manage and collect all information/data relative to planned maintenance activities,

- Review and evaluate effectiveness of planned maintenance activities.
- Review existing Operations & Maintenance standard operating policies and procedures (SOPs) and make recommendations for change.
- Develop and implement standards to be used in monitoring or evaluating maintenance program activities.
- Confer with management staff and others to provide information for maintenance program implementation, evaluation and monitoring and to define the purpose and scope of maintenance activities.
- Review and make recommendations on proposed maintenance program and service activities. Update and keep current all maintenance specifications, policies and procedures.
- Work with the Districts' maintenance engineers and staff to make appropriate decisions regarding routine maintenance activities: litter pickup, grass cutting, street sweeping, catch basin cleaning, pothole repairs, etc. and develop mechanism for creating plans and schedules that can be monitored and tracked to achieve desired goals.
- Develop and implement performance measures and standards for maintenance program activities.
- Review and monitor highway maintenance methods, provide suggested enhancements and revised procedures as needed and evaluate results and costs.
- Study and analyze maintenance routes for each maintenance program activity and provide suggested revisions to enhance effectiveness.
- Respond to inquiries and requests for information that pertain to maintenance activities from internal as well as external sources.
- Monitor and review data entered into the MassDOT asset management systems for accuracy and completeness and produce reports as needed.
- Participate in committees and working groups associated with operations and maintenance related activities.
- Generate reports on maintenance program activities as directed including costs, labor, materials, weather, etc.
- Participate in research projects.

- Assist in the development, management and evaluation of the maintenance policies and manuals.
- Participate and be involved with the operational training activities throughout MassDOT Highway Division.

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

For purposes of bargaining unit designation, Unit 9 is equivalent to MassDOT Unit E.

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time, or equivalent part-time, professional or technical experience in urban planning, regional planning, land use planning or transportation planning, and (B) of which at least two years must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in urban or regional planning or transportation, civil or environmental engineering may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in urban or regional planning or transportation, civil or environmental engineering may be substituted for maximum of three years of the required (A) experience and one year of the required (B) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license may be required.

For Non-MassDOT Applicants: Applicants for this position must possess a bachelor's degree, or higher, in urban or regional planning, transportation, civil or environmental engineering for this position.

For MassDOT Employees: Applicants for this position must possess a bachelor's degree, or higher, in urban or regional planning, transportation, civil or environmental engineering for this position, or hold a position in the department in the next lower title than the position applied for, in the same or similar career ladder.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have questions regarding this position, please contact the Human Resource Generalist Marleny Polanco at 857-368-8548.