



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



Internal/External Job Posting

Requisition ID: 190004BS
Posting Date: May 23, 2019
Closing Date: Open Until Filled
Official Title: Transportation Program Planner II
Functional Title: Transportation Planner – Research
Location: State Transportation Building – Office of Transportation Planning – Boston
Vacancies: 1
Salary: \$57,286.06 – \$79,490.06
Schedule: Full-Time
Shift: Day
Bargaining Unit: Unit E
Human Resources: Robin Burke
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: Rita Dinunzio – 857-368-8738

The incumbent for the Transportation Planner II in the Research and Technology Transfer Section in the Office of Transportation Planning will be able to work on diverse transportation topics in a fast-paced office environment. With guidance and supervision from the Section manager, a TPP II should have the ability to grasp a basic understanding of a wide-range of transportation topics quickly; to think critically, independently, and systematically; to perform literature search and synthesis on a variety of transportation topics as needed; and, to interact with internal and external stakeholders professionally and effectively. The incumbent must be able to communicate logically and concisely in a variety of communication settings and styles, to center on the purpose of the assignment, and to target work to the needs of the audience.

The incumbent in this position will be responsible for the following, as assigned by the Section manager:

- Manage multiple research projects simultaneously, including coordinating between MassDOT subject matter experts and project principal investigators; preparing procurement and contract draft document, tracking project progress and spending against the work plan and budget; overseeing quality and timely delivery of technical deliverables and progress reports.
- Coordinate content development and updates for MassDOT research website.
- Coordinate the content development of the MassDOT research newsletter and annual report.
- Support MassDOT research needs solicitation and research project development.

- Support MassDOT research communication, outreach, and technology transfer events.
- Support MassDOT in its participation in regional and national level research and technology transfer activities.
- Other on-demand tasks associated with the Section's responsibilities.

If you have any questions regarding this position, please contact the Human Resources Specialist, Robin Burke, at 857-368-8505.

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.

Applicants must have at least (A) three 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 one year 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 the required experience.*

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

Special Requirement:

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.

All job applications must be submitted online through MassCareers to be considered. If you need an accommodation to complete the application electronically please contact the ADA Coordinator Rita DiNunzio 857-368-8738.

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