



# JOB DESCRIPTION

## Transportation Planner/Engineer

---

### Position Overview

Employee serves as a Transportation Planner or Engineer; completes and manages tasks related to transportation planning and preliminary engineering, including assisting with GIS mapping.

### Job Duties

1. Project Tasks: complete assigned tasks on projects, including transportation studies, traffic and safety studies, preliminary engineering, and active transportation plans; assist with GIS mapping, analysis, and exhibits; and assist with other related types of tasks, such as on community planning and environmental projects.
2. Project Management: on assigned projects, assist with project management efforts, including schedules and task coordination.

### Experience & Skill Requirements

- Minimum 4 years of experience.
- B.S. or higher degree in city and regional planning, civil engineering, or related field.
- Background in transportation planning and/or engineering.
- Experience with developing transportation plans, traffic analyses, safety studies, preliminary design plans, and/or active transportation plans is preferred.
- AICP, P.E., PTOE, PTP, or RSP preferred, or ability to gain one or more of these credentials.
- Experience with Microsoft Office products, including Word, Excel, and PowerPoint.
- Experience with ArcGIS/ArcMap or QGIS.
- AutoCAD and/or MicroStation experience is preferred.
- Interest in working in and growing a small company.
- Willingness to learn new skillsets and assist staff with other work as needed.
- Ability to work independently and self-motivate; organized and can multi-task.
- Access to valid driver's license and personal transportation, as needed.

### Position Details

- Hours: negotiable, based on candidate
  - Part-time – 16 to 30 hours per week
  - Full-time – 30 to 40 hours per week
- Starting Pay: negotiable, based on experience level, \$30 - \$45 per hour
- Location: work remotely
- Support: hardware, software, expenses, training, etc. needed for job
- Company benefits: Federal holidays, paid time off, and parental leave; Retirement plan with company match; Annual performance bonus; Cell phone/internet stipend; and Professional business coaching

### About BPS

We are a small firm that customizes and builds our services around our employees. Our employees work flexible schedules, and they typically work from home with occasional in-person meetings or work sessions at BPS headquarters or a local coworking space. We are looking for people who like that flexibility and also find the type of work we do to be meaningful. Our employees have the opportunity to spearhead the types of services they are most interested in so they can take ownership over their work. Our goal is that everyone thrives personally and professionally as an employee of BPS.

**To be considered for this position, please email a cover letter, your resume, and 3 references to Kimberly Burton at [kburton@burtonplanning.com](mailto:kburton@burtonplanning.com).**

---

For more information about us, please visit our website at <https://burtonplanning.com>.

Burton Planning Services is an equal opportunity employer.