



JOB ADVERTISEMENT

Senior Transportation Planner/Engineer

About Us

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. We are looking for people who like that flexibility and also find our work to be meaningful and fulfilling. 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.

Position Overview

We are looking for an individual to serve as a Senior Transportation Planner or Engineer, focusing on managing and working on our various transportation projects.

Job Duties

1. Project Management: lead project management efforts on transportation projects, including client communications, schedules, budgets, staff workload, and task coordination.
2. Primary Project Tasks: complete tasks on various transportation projects, including transportation studies, traffic and safety studies, preliminary engineering studies, active transportation plans, school travel plans, other types of transportation projects; tasks may include research, data analysis, technical writing, alternatives development, public engagement facilitation, and QA/QC.
3. Proposals: assist with developing teams, scopes, schedules, and budgets for transportation proposals, along with assisting with related marketing efforts as needed.
4. Secondary Project Tasks: within skillsets, workload availability, and interests, assist with other tasks on transportation projects (such as data collection, field work, and GIS/CAD mapping) and assist on other types of projects.

Experience & Skill Requirements

- Minimum 5 years of experience is required, additional years of experience are preferred.
- B.S. or higher degree in city and regional planning, civil engineering, or related field.
- Background in transportation planning and/or engineering is required, and experience with various transportation-related plans, analyses, and studies is preferred.
- AICP, P.E., PTOE, PTP, or RSP, or ability to gain one or more of these credentials.
- Experience with Microsoft Office products, including Word, Excel, and PowerPoint.
- Experience with ArcGIS/ArcMap, AutoCAD, and/or MicroStation is preferred.
- Willingness to learn new skillsets and assist staff with other work when needed.
- Ability to work independently and self-motivate, organized, and can multi-task.
- Access to valid driver's license and personal transportation when needed.

Position Details

- Hours: negotiable; Part-time is 16 - 30 hours per week / Full-time is 30 - 40 hours per week
- Starting Pay: negotiable; anticipated range of \$35 - \$60 per hour, based on experience level
- Location: work remotely; be located in or near Ohio (or willing to relocate to/near Ohio) with the ability for occasional day trips to in-person meetings and activities
- Support: hardware, software, expenses, training, etc. needed for job
- Company benefits: Federal holidays, paid time off, and parental leave; health insurance, retirement plan with company match, and annual performance bonus; cell phone/internet stipend and professional development coaching

To be considered for this position, please email a cover letter, your resume, and 3 references to Jen Ennis at jennis@burtonplanning.com.

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

Burton Planning Services is an equal opportunity employer.