

## **CITY OF FONTANA PRINCIPAL PLANNER (TRANSPORTATION)**

**DEFINITION:** Under direction of the Strategic Transportation Engineering Manager, the Principal Planner provides professional and technical services to advise, assist and administer policies established by the City Council on matters concerning a major section of the Redevelopment / Special Projects Department. This work may include special projects, as assigned, as well as all phases of project development and project management of major freeway interchange and grade-separation projects. Additionally, responsibilities require extensive coordination with the California Department of Transportation (Caltrans), San Bernardino Associated Governments (SANBAG), Federal Highway Administration (FHWA), Southern California Association of Governments (SCAG), County of San Bernardino, and other public agencies. The Principal Planner supervises other professionals, support personnel, and clerical employees.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Assist in the development and implementation of goals, policies, procedures and priorities.
- Prepare project budget, budget request forms, budget amendments, staff reports and other correspondence; seek grant opportunities, fill out grant forms.
- Provide professional and technical transportation planning support services relative to assigned area of responsibility and represent the Redevelopment/Special Projects Department as necessary at technical project meetings and public meetings.
- Prepare and/or review cooperative agreements, requests for proposals, consultant contracts and project scope and amendments.
- Administer consultant contracts, review monthly invoices, progress reports, and approve billings.
- Be familiar with Caltrans' Highway Design Manual, Highway Capacity Manual, and be able to apply their rules and guidelines in the development and design of highway infrastructure.
- Interpret and apply other relevant codes, ordinances, resolutions, rules, regulations and guidelines in the review and development of highway infrastructure.
- Prepare and oversee the preparation of engineering design, specifications and cost estimates, write technical reports for a variety of highway infrastructure projects.
- Write project reports, give oral presentations, and give project updates to technical groups, City officials and the general public.
- Check plans for accuracy, suitability, and completeness and make recommendations for revisions and improvement.
- Prepare project schedules and cost estimates; keep schedules and cost estimates updated.
- Supervise the preparation of CEQA and NEPA Environmental technical reports and obtain environmental determination.
- Review Right of Way maps, legal descriptions, property appraisals, and property acquisition.

- Coordinate utility design and relocation plans. Coordinate utility work with utility companies.
- Establish effective working relationships with Caltrans, SANBAG, San Bernardino County, Consultants, City Staff and the general public.
- Organize, coordinate and manage Project Development Team (PDT) meetings. Participate and serve on committees as assigned.
- Meet and confer with Caltrans staff and consultants in order to resolve simple and complex issues.
- Develop and maintain project leadership and project controls in order to keep project on schedule.
- Oversee and participate in the review of projects under construction in the field; coordinate the work of Construction Management (CM) consultants; resolve complaints and problems as necessary.
- Conduct special studies, calculations, tables, charts, graphs, and drawings in support of transportation infrastructure projects.
- Supervise, train and evaluate assigned technical and clerical or administrative staff.
- Perform any other tasks or functions, technical or administrative in nature, deemed necessary to the daily operations of assigned projects, or otherwise assigned by employer.
- Prepare statistical and narrative reports and findings. Compile data and prepare reports.
- Attend and participate in public meetings.
- Coordinate and confer with other departments, agencies, and civic groups on matters of joint concern.
- Monitor and ensure City compliance with State and federal laws, guidelines, and standards.
- Serve as Acting Strategic Transportation Engineering Planning Manager in the Manager's absence.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Communicate clearly and concisely, both orally and in writing.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires far and near vision in reading written reports and other work related documents. Acute hearing is required when providing telephone and counter assistance.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have the knowledge of: Principles and practices of engineering as applied to transportation infrastructure projects; applicable laws and regulatory codes

related to engineering design and construction, environmental laws, and right of way procurement process; principles of organization, administration and personnel management; principles of public financing of transportation infrastructure projects; principles of team building and team management, and project delivery; must have excellent communication skills, and people skills; must have Caltrans work experience or extensive experience, working with Caltrans District 08 staff and/or other Districts.

**Experience:** Five (5) years of recent, progressively responsible, professional current and long-range planning experience, including two (2) years in a supervisory capacity.

**Education:** A Bachelor's Degree in Urban Planning, Public Administration, civil/transportation engineering, or a closely related field. A Master's Degree may be substituted for one (1) year of experience, but may not be substituted for the required supervisory experience.

**Licenses/Certificates:** Possession of and continuously throughout employment, a valid CA Class "C" Driver's license.