



Job Posting Planner

Position Summary

The Planner is responsible for performing a variety of project management and planning tasks in support of BACTS regional goals and priorities and at the direction of the Executive Director. The Planner participates in the continuing, comprehensive, and cooperative (3C) planning process by supporting the development and/or update of the Metropolitan Transportation Plan (MTP), the Transportation Improvement Program (TIP), the Unified Planning Work Program (UPWP), the Title VI/Environmental Justice/Non-Discrimination Plan, and the Public Participation Program (PPP). The Planner also participates in the implementation of the MPO's performance-based planning activities, including monitoring and evaluating performance measures, and establishing performance targets to meet Federal and State requirements. The Planner will also perform other duties and tasks as assigned by the Executive Director of BACTS.

About BACTS

The Bangor Area Comprehensive Transportation System (BACTS) is the Metropolitan Planning Organization (MPO) advancing the transportation interests of the greater Bangor urbanized area (UZA), and carrying out the federal and state mandated continuing, cooperative, and comprehensive urbanized transportation planning responsibilities. The BACTS Metropolitan Planning Area (MPA) includes all of Bangor, Brewer, Penobscot Indian Island, Veazie; and portions of Bradley, Hampden, Hermon, Milford, Old Town, Orono, and Orrington.

The staff consists of the Executive Director, Planner, Transportation Project Manager, and Office Coordinator.

Representative Duties and Responsibilities

- Provides support and participates in BACTS committees meetings, prepare content and presentations, as requested
- Supports the Title VI Coordinator
- Support the development, update, and implementation of the Metropolitan Transportation Plan (MTP)
- Support the development, update, and implementation of the Transportation Improvement Program (TIP)
- Support the development and implementation of the Unified Planning Work Program (UPWP)
- Support the development, updates, and implementation of the Public Participation Plan
- Support the development, update, and implementation of the Title VI/Environmental Justice/Non-Discrimination Plan
- Monitor and evaluate performance measures and establishing performance targets to meet federal and State requirements
- Contributes to multi-modal (bicycle, pedestrian, transit, roadway) transportation systems planning, including data collection, analysis, and technical reporting
- Represents BACTS on working groups, committees, and task forces as assigned by the Executive Director



- Interacts with federal, state and local officials, various stakeholder groups, consultants, vendors, the general public, and other external entities on topics and projects related to regional transportation planning

Required Skills and Qualifications

- Strong technical and analytical skills. Working knowledge of GIS preferable
- Strong communication skills, practically with technical information
- Broad knowledge of local, state, and federal transportation regulation and programs
- Strong organizational skills, including file management
- Excellent organizational and time management skills and ability to respond promptly to multiple competing demands
- Excellent computer skills
- Ability to quickly learn new software
- Superb attention to detail
- Resourceful self-starter and independent worker
- Must be a team player, able to work with customers, co-workers, and supervisor
- Must have a valid State of Maine driver's license

Education / Experience

Bachelor degree in planning, GIS, engineering or other related field. Some experience in transportation planning or transportation related fields is preferred but not required.

Employment Category and Benefits

This is a full time position (40 hours/week) which offers some flexibility in work schedule. Compensation will be based on previous experience.

Work Conditions

40-hour work week. Flexible work location.

Equal Opportunity Employer

BACTS is an equal opportunity employer and shall continue to pursue a policy of non-discrimination in all employment actions, practices, and conditions of employment.

1. Recruitment and selection will be administered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other characteristic protected by law.
2. Reasonable accommodations for any qualified individuals, applicant or employee, will be made in accordance with the provisions of the American with Disabilities Act (ADA).

Disclaimer

This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the discretion of the Executive Director.

How to Apply

Interested candidates should submit a completed BACTS application, resume, and cover letter by **September 30th, 2021** to:

Paige Nadeau, Office Coordinator
paige.nadeau@bactsmo.org