



Job Posting Planner

About BACTS

Bangor Area Comprehensive Transportation System (BACTS) is a nonprofit planning organization focusing on improving transportation in the greater Bangor region. BACTS is an organization designated by the federal and state government to carry out transportation planning in the Greater Bangor area. The BACTS region includes 11 municipalities including Penobscot Indian Island. BACTS is governed by a Policy Committee composed of representatives from each member municipality. BACTS evaluates and programs transportation improvement projects throughout the region. BACTS also facilitates communication between its member communities, the regional transit agency and state and federal transportation agencies. To learn more about BACTS, please visit our website at www.bactsmmpo.org.

Position Summary

The Planner is responsible for performing and assisting with 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 will provide outreach assistance, develop, and maintain professional relationships as well as provide assistance to other staff members for various contracts, studies, or task forces. The Planner will also perform other duties and tasks as assigned by the Executive Director.

Representative Duties and Responsibilities

- Engage community members, groups, and organizations in community outreach efforts
- Provide updates to the BACTS Policy Committee
- Assist with and provide support for the MaineDOT Rural Contract, assisting with transportation planning in rural Penobscot County
- Assist with and provide support for the Transportation Incident Management Contract
- Provide assistance with Local Project Administration, when requested
- Support the development, update, and implementation of the Metropolitan Transportation Plan (MTP)
- Support the development, update, and implementation of the Transportation Improvement Plan (TIP)
- Support the development and implementation of the Unified Planning Work Program (UPWP)
- Perform data collection for members or for transportation planning purposes, including traffic counts, accident data and traffic signal data
- Represent BACTS on working groups, committees, and task forces as assigned by the Executive Director
- Contribute to multi-modal (bicycle, pedestrian, transit, roadway) transportation systems planning, including data collection, analysis, and technical reporting
- Interact 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 / Physical Requirements

- 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

This job may require in field data collection to occur. Data collection typically takes place on roadways throughout the region and has the following physical requirements.

- Ability to drive to data collection sites with applicable equipment
- Must be able to move safely over uneven terrain
- Ability to lift up to 50 pounds
- Must be able to see and respond to dangerous situations

Education / Experience

Bachelor degree in planning, GIS, engineering, or other related fields. Some experience in community outreach, 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 and location. BACTS offers a generous employer contribution for health, dental, and vision insurance. Salary range for this position is expected to be between \$50,000 - \$55,000 depending on experience and qualifications. 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 a cover letter to:

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