



Employment Opportunity

Kittitas County, Washington

POSTED: 8/20/2020

CLOSES: Open until filled

ENVIRONMENTAL/TRANSPORTATION (ET) PLANNER

The current vacancy in the Public Works Department is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The ET Planner leads and assists with the development of a variety of environmental and community planning projects. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 9/03/2020 for optimal consideration.

SALARY RANGE: \$5,534- \$7,446 per month.

ESSENTIAL FUNCTIONS

- Use Arc GIS to perform work preparing maps, plans and other project data.
- Prepare graphical displays to support technical documentation and communicate technical data to the public or other team members who may have varying levels of technical expertise.
- Review Private Development plans to ensure consistency with master plan, federal codes and standards, state/federal/county design criteria, and other special conditions.
- Serve as a resource to other staff members who need assistance and guidance.
- Perform data collection and analysis from both the office and in the field.
- Answer inquiries from developers, planners, engineers and the general public.
- Review, condition, and comment on land use proposals, planning documents, and other technical studies for environmental and county compliance.
- Assess transportation related impacts for development review projects, including adequacy of transportation circulation and network, transit, pedestrian, bicycle, and vehicular safety, and compliance with the County's regulations including concurrency determinations;
- Coordinate with incorporated cities, county and state transportation agencies.
- Serve on panels, committees, and task forces and may propose planning and transportation policies and amendments to the Zoning Ordinance or Comprehensive Plan in response to a variety of complex transportation policy and land-use issues;
- Prepare SEPA/NEPA documents and oversee the NEPA/SEPA process on departmental projects
- Review SEPA/NEPA documents for departmental comments regarding private development projects.
- Prepare and oversee project permit applications to various federal, state, and local agencies.
- Manage reporting on all federal and state transportation grants.
- Manage planning activities associated with the six (6) year transportation plan.
- Represent the County at QuadCo (Regional Transportation Planning Organization).
- Prepare and oversee various environmental plans required for construction projects.
- Perform agency consultation and oversee preparation of environmental compliance reports.
- Prepare state and federal transportation grant applications and provide grant management for

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all successful grant applications.

- Environmental planning for implementation of multimodal transportation projects including roadway, transit and active transportation projects
- Prepare and present materials to non-technical groups and project stakeholders in a clear manner.
- Assist the survey crew with gathering field data for mapping, topographic survey, and lay-out.
- Supervise the department's Engineering Technician I's.
- Review and prepare floodplain development permits.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- Bachelor's degree in planning or closely related field with an emphasis in GIS.
- Minimum of four (4) years of land use, environmental, or transportation planning-related experience.
- At least one (1) year of supervisory experience.
- Valid Washington State Driver's License with no more than two (2) moving violations within the past two (2) years.
- Obtain "Certified Floodplain Manager" designation with Washington State Department of Ecology and the Federal Emergency Management Agency within two (2) years of hire.
- A criminal history and background check will be performed on qualified candidates. Conviction may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Strong analytical skills.
- Proven technical writing ability.
- Experience leading the production of reports/plans for public comprehension.
- Working knowledge of NEPA/SEPA and related federal and state requirements as applicable to transportation projects.
- Experience working with a diverse set of project types including electric transmission, power (conventional and renewable), industrial, transportation, water/wastewater infrastructure, residential, and commercial land uses.
- Ability to respond to common inquiries or complaints from customers, contractors, regulatory agencies, etc. in a professional manner.
- Ability to work well both independently and as part of a team.
- Clear and concise verbal and written communication skills.
- Effective interpersonal and problem-solving skills.
- Proficient with computers, to include Microsoft Office Suite, and GIS applications, and ability to learn other programs specific to the department and/or County quickly.
- Ability to establish and maintain effective working relationships with County officials, other local governmental officials, employees and the public.
- Ability to prepare, organize and maintain field and office data, reports and systems.
- Ability to read, analyze and interpret State and Federal regulations and County policies, procedures, and standards.

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PREFERRED QUALIFICATIONS

- Knowledge in WSDOT, FHWA, and AASHTO specifications.
- Work experience utilizing computer-aided design software such as Autodesk AutoCAD Civil 3D.
- Well versed in ARC GIS and software applications.
- Certified Erosion and Sediment Control Lead (CESCL).
- Certified Floodplain Manager in the State of Washington.

WORKING CONDITIONS

Duties will be performed in an office environment and outdoors with exposure to inclement weather including temperature extremes and dusty/windy conditions. The position also requires the following: Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift up to 50 pounds and occasionally higher with assistance; hearing and speech to communicate clearly in person or over the telephone; ability to stand, walk, climb, stoop, kneel, crouch, crawl, twist, grasp and reach with arms and legs; close, distance, color and peripheral vision, depth perception, and the ability to adjust focus; and physical ability to safely move about construction sites and traverse rugged or uneven terrain. Occasional exposure to high, precarious places, wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is usually loud in the field and moderately quiet in the office. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt positions are expected to work the number of hours required to complete the duties of the position. Work is generally conducted during normal office hours, but could include variation such as evenings, weekends, and holidays as required. Extensive travel within the county is required, including remote locations. Must be able to safely operate a motor vehicle in all types of weather and all levels of light.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two (2) professional references and two (2) personal references
5. Supplemental Exam Answers

SUPPLEMENTAL EXAM QUESTIONS

1. Please describe your experience preparing and reviewing environmental documentation.
2. Please list your project planning experience related to transportation, land use, zoning, environmental and other related fields.
3. Please describe any panels or committees that you have served on or led, and what your roles were.
4. Please describe any grant writing or management experience you have, and any successful grant applications you have contributed to.