

SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION

JOB TITLE: PLANNING TECHNICIAN

JOB OVERVIEW:

Under general supervision of principal and senior transportation planners, performs a variety of field work and technical tasks related to the deployment of traffic counts, bicycle and pedestrian counts, transportation systems documentation, building permit collection, and assists other staff on local and regional planning programs, transportation plans, master plans, and related work as required.

MINIMUM QUALIFICATIONS:

Training and Experience

Graduation from a 2-year college or university with an associate's degree major in surveying, geography, environmental science, planning or a related field with one year of relevant experience.

Experience in ArcGIS or web-based GIS systems desirable. Training in safety specifically as it relates to working on streets is highly desirable. An equivalent combination of training and experience may be considered.

Responsibilities

As a Planning Technician, you will be responsible for assisting in installing, removing, downloading, summarizing and submitting various types of traffic counts and equipment. It is a fast-paced job that is labor intensive. You will be required to work in and around the roadway. Your actions will not only account for your safety but the safety of your fellow employees and the motoring public. Typical responsibilities include:

- Collecting transportation and traffic-related data in the field to support the SNHPC's transportation data collection program.
- Processing weekly traffic count data (15-20 counts) in a timely manner.
- Conducting inventories of road, sidewalk, pavement, and culvert infrastructure and condition.
- Maintaining accurate data collection records.
- Conducting equipment inventories and maintenance.
- Assisting staff with updating transportation planning documents.
- Assisting staff with website updates, downloading meeting videos to create website records, and other website updates as requested.
- Assisting the Senior GIS Analyst with maintaining transportation GIS database.
- Assisting in the preparation of SNHPC newsletter, transportation planning reports, protocols, and other documentation.

Skills (required)

- Working knowledge of Microsoft Office software applications, specifically Excel.
- Adaptability to regularly working in a variety of urban, suburban, and rural traffic conditions.

- Understanding and respect of maintaining safety in field applications.
- Team orientation and personal accountability.
- General knowledge of research and data collection methods and techniques as related to planning.
- Ability to follow oral and written instructions quickly and accurately.
- Ability to organize facts and present them in concise and clearly written form.
- Ability to maintain effective working relationships with the public, staff and Commission members, and with agency partners.
- Ability to maintain equipment in a neat and orderly manner.

Additional skills (not required)

- Experience with field data collection practices, especially collection of transportation data such as traffic counts and culvert assessments.
- Experience using ESRI ArcGIS software on the Microsoft Windows platform.
- Experience with ArcGIS Collector or other tablet-based field data collection programs.
- Experience with GPS technology.
- Working knowledge of planning and local government processes.
- Geographical knowledge of the Greater Manchester region.

Special requirements for this position include

- A valid driver's license, safe driving record and reliable transportation is required; this position will include significant travel for fieldwork utilizing a company vehicle.
- This position involves working outside, often starting at 7:00am, in variable weather conditions.
- Physical dexterity necessary for handling traffic counters/equipment, and the ability to lift at least 30 pounds.

Applying for the Position:

Persons interested in applying for the Planning Field Technician position should submit a cover letter, resume, and three references to:

Linda Moore-O'Brien, Office Administrator
Southern New Hampshire Planning Commission
438 Dubuque Street
Manchester, NH 03102

Or submit electronically to Lmoore@snhpc.org with the subject heading "Planning Field Technician position."

The Southern New Hampshire Planning Commission is an Equal Opportunity Employer. The position is open until filled. Applicants must be authorized to work lawfully in the United States. If hired, a Form I-9, Employment Eligibility Verification, must be completed at the start of employment.