

InNovo is looking for a Transportation Planner to join our growing team in Florida. This Planner will support our clients in a variety of activities including preparation of reports and documents consistent with federal and state rules and regulations, public involvement outreach, alternative development and analysis. Under direction, this the candidate will apply technical expertise and planning support in additional functions such as developing data business rules from transportation planning principles, performing data extraction and analysis, creating mobility performance measures with the associated geospatial data, utilizing travel demand models developed by the Department or Metropolitan Planning Organizations (MPOs), perform quality control, conducting studies, performing project management, performing stakeholder coordination meetings and activities, assist in reviewing technical analysis and studies, develop reports and graphics, perform mapping, develop and conduct polling surveys, utilize department applications and tools, develop documentation and present information.

Duties and responsibilities will include the following:

- Define problems, collect data, establish facts, and draw valid conclusions.
- Write and present formal and technical reports, working papers, and correspondence.
- Identify common problems, issues, and opportunities based on observation, research, and data analysis.
- Develop strategies, actions, and projects to address identified issues consistent with community goals, best practices/standards, and applicable regulations.
- Develop recommendations and implementation strategies.
- Prepare information (i.e. project fact sheets, display boards, slides, online platforms, etc.) to explain projects to and gather input from stakeholders and the public.
- Work with and communicate effectively with a broad range of team members, clients, review agencies, and others as appropriate for a range of project types.
- Support development of transportation planning and engineering documents with a primary focus on research, data collection, field assessment, data analysis, mapping, writing and editing reports
- Prepare information to explain projects clearly and succinctly to stakeholders and general public, as well as gather feedback and input from community members and stakeholders.
- Assist with coordinating projects among team members, clients, and external consultants.
- Communicate and interact with team members, clients, and review agencies.
- Knowledge of FDOT policies, procedures, and standards.
- Proven collaborative leadership with effective negotiation, interpersonal and partnering skills.
- Strong written, oral and listening communication skills in English; good public speaking ability.
- Excellent analytical, problem-solving, and decision-making skills; organizational and time management skills.
- Strong project financial and schedule management skills.
- Proficient in Microsoft personal computer applications such as Word, Excel, PowerPoint, and Project; Working knowledge of SharePoint and other project management / production support systems.

#### EDUCATION AND EXPERIENCE

- Bachelor's degree in civil engineering or planning is required.
- Requires two to 5 (2 to 5) years engineering / planning experience working in the transportation planning field.
- FDOT experience is a plus.

#### ADDITIONAL REQUIREMENTS

- Must be able to travel within the state.
- Strong understanding /history with FDOT clients and municipalities.
- Knowledge of GIS is required.
- Expertise to work with ESRI ArcGIS is a plus.
- AICP or PE registrations are desirable but not required.

- Collects, organizes, and analyzes data required in the development of plans or programs.
- Reviews and evaluates planning material for contractual compliance.
- Reviews plans, proposals, and studies.
- Prepares reports and makes presentations.
- Research federal and state regulations.
- Researches and analyzes local, state, and national trends; policy issues; and proposed legislation, regulations, or rules to determine impact; and makes recommendations.
- Provides technical planning assistance to the public, developers, and contractors; and to local, regional, or state entities. Consults and communicates with other departments, agencies, and civic groups.
- Conducts planning studies such as feasibility studies or master plans.
- Participates in technical, policy, and interagency planning meetings.
- Knowledge of government organization and administration; and of principles, objectives, and procedures of governmental planning, programming, and research.
- Skill in the use of a computer and applicable software, in applying statistical tools to data, in preparing reports, and in collecting and analyzing demographics and statistics.
- Ability to evaluate planning material, to conduct research, and to communicate effectively.