



Greene County Position Description



Position Title: Transportation Planner	Department: Road & Bridge
Reports to: Chief Engineer	Grade: 16
Date Reviewed: April 2026	FLSA: Exempt

Purpose of Position

The Transportation Planner serves as the primary liaison between the Highway Department and the County's Planning & Zoning staff to ensure implementation of Greene County's Land Use Plan for transportation planning purposes. The Transportation Planner provides technical support for the development and implementation of the County's transportation improvements program including engineering plan review and grant program coordination with other agencies, ensures funding requirement compliance, and provides technical advice to County officials. This work is performed under the direction of the Chief Engineer.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plan and direct preparation of the County's Transportation Improvement Plan.

Serve as the primary liaison between the County's Planning & Zoning staff and the Highway Department.

Review proposed subdivisions and development sites for transportation related issues and conformance to Greene County's long range planning and subdivision regulations.

Provide review comments and correspondence to engineers, landowners/developers, and County staff regarding proposed residential and commercial land developments.

Represent Greene County on local transportation planning committees and organizations.

Compile planning data, develop recommendations, and maintain regulatory documents to comply with Federal, State, and local project funding requirements.

Draft correspondence to local, State, and Federal officials and County residents regarding transportation plans and/or projects.

Attend a variety of meetings regarding transportation planning matters.

Additional Tasks and Responsibilities

Assist in the preparation of public works projects. Assist in project planning, bid process, presentation, and project construction supervision. Research and/or oversee compilation of technical data and information.

Review and approve grant applications for storm water and transportation improvements. Consult with State and Federal personnel regarding grant applications, funding, and reporting requirements.

Prepare and file reports with Highway Administrator.

Provide technical support and advice to County inspection and maintenance departments.

Provide technical support to County officials regarding transportation plans. Prepare background information, engineering reports, and studies for meeting agenda items. Attend and participate in meetings related to County transportation functions.

Maintain knowledge of transportation planning theories, principles, and practices and transportation funding sources and grant requirements.

Minimum Training and Experience Required to Perform Essential Job Functions

Master's degree in Planning; Bachelor's degree in Civil Engineering; registered professional engineer and three to five years engineering and transportation planning experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Physical and Mental Abilities Required to Perform Essential Job Functions**Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information using established criteria, in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record, and transcribe data and information. Ability to classify, compute, tabulate, and categorize data.

Ability to persuade, convince, and/or train others including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information such as technical study reports, flow charts, engineering drawings/plans, project specifications, field surveys, grant applications, State statutes, highway construction standards, safety manuals, Uniform Traffic Control Devices Manual, computer software operating manuals, planning standards, transportation aid requirements, accounting methods, engineering manuals, and non-routine correspondence.

Ability to communicate effectively with Highway Department personnel, consultants, State transportation agency personnel, municipal transportation personnel, County residents, contractors, and County and local officials.

Mathematical Ability

Ability to apply algebraic and trigonometric formulas. Ability to interpret inferential statistical reports and/or formulation and equation data.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in synthesizing information and functions and ability to influence others in activities such as supervising, managing, leading, teaching, directing, and controlling.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria.

Physical Requirements

Ability to operate equipment and machinery, such as computer terminal, calculator/adding machine, computer printer, fax machine, telephone, and drafting instruments.

Ability to coordinate eyes, hands, feet, and limbs in performing skilled movements, such as drawing, data entry and assembling.

Ability to exert moderate physical effort in sedentary to light work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling up to 50 pounds.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, and sounds associated with job-related objects, materials and tasks.

While performing the duties of this position, the employee is regularly required to walk, stand, use hands and fingers to handle or feel, use sight, talk and hear.

Environmental Adaptability

Ability to work under generally safe and comfortable conditions where exposure to repetitive computer keyboard use may cause discomfort and poses little risk of injury.

Condition of Employment

Normal operating business hours for this full-time position are Monday through Friday, 8am to 4:30pm.

Employee will be required to demonstrate continued knowledge of this position's current regulations and requirements. Sustained satisfactory performance is required. Employee must meet the requirements of the full job description as stated throughout the duration of employment with Greene County.

Disclaimer

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date

Last Reviewed: 4/15/2026

Reviewed and Approved by Management

Last Updated: 4/15/2026

Comments/Sections Updated: Information updated in Purpose, Essential Duties, Minimum Training, Physical and Mental Abilities, and Environmental Adaptability sections.