

CITY OF CHATTANOOGA

Classification Specification Title: Transportation Review Specialist

Department: Public Works

Pay Grade: GS.10

Supervision Received From: Deputy Administrator Trans

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established Date: 7/01/22

Revision Dates: 4/4/25;

12/27/24; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for general transportation review and inspections of architectural, civil engineering, and landscape architectural plans and construction for compliance with local, federal and state codes, regulations, and established industry standards. Duties include coordination of the site plan review process, inspection of constructed elements within the Right-of-Way, as well as planning processes such as subdivision and zoning review. The position is highly collaborative with other departments and geared toward planning, design, and engineering for a comprehensive transportation system.

Responsibilities require familiarity with public space design, general understanding of different scales of projects including building, landscape, and site and street design. The Incumbent should understand community and neighborhood development, multi-mode accommodation, safety, and an understanding of place-making principles.

SERIES LEVEL: Transportation Review Specialist is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Support the department in the review of plans, designs, and scoping documents for all transportation and public space projects.

Projects range from small-scale neighborhood traffic management projects, and streetscape enhancements to multimillion-dollar, major capital plan projects promoting citywide connectivity and multimodal travel.

Maintain an understanding of long-range plans, bike/ped plans, complete streets guidelines, and multimodal standards such as the National Association of City Transportation Officials (NACTO) street and bikeway design guides, and the Institute of Transportation Engineers (ITE) Walkable Urban Thoroughfares manual.

Maintain knowledge of and help in the continuing development of City transportation standards and details. Complement review in the Land Development Office and perform inspections during development and prior to Transportation Department sign-off on land disturbance, building permits and certificates of occupancy concerning Code and policy requirements pertaining to transportation for the City.

Work with engineering and architectural firms to ensure that proposed driveways, parking lots, and Americans with Disabilities Act (ADA) accesses and street fronts all conform to City standards.

Perform inspections including after-construction review prior to the City issuing Certificate of Occupancy Permits.

Prepare and complete various permits, forms, reports, correspondence, presentations, meeting minutes, work orders, schedules, punch lists, or other related documents.

Research, design and create presentations for the public, media and elected officials on comprehensive transportation and on specific projects. Help, plan and lead public education and advocacy efforts.

Develop content, create graphics and contribute to management of the City of Chattanooga website.

Create and maintain Geographic Information Systems (GIS) data for transportation assets.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: Bachelor's Degree in Science, Architecture, Landscape Architecture, Planning, Urban Design, Civil Engineering, or other design-related fields with four (4) years equivalent experience in or related to urban design, street design, site planning, master planning, environmental and landscape assessment, street construction, materials and testing or ecological and sustainable development; or any combination of equivalent experience and education. Preferred experience in each of the following areas: civil site design, computer-aided design and drafting, project management, construction management, inspection, planning, or design review.

LICENSING AND CERTIFICATIONS: Valid Driver's License

SUPPLEMENTAL INFORMATION:

Knowledge of community and neighborhood development, with fiscal analysis, multi-mode accommodation, safety, understanding of place-making principles, customer service principles; managerial principles; municipal planning principles; land use planning principles; local government processes; floodplain management principles; landscape architectural, civil engineering, site planning and architectural design principles; principles and practices of urban planning and development; planning terminology, practices and research methods; project management principles and practices; construction principles, practices, methods and materials; surveying principles and practices; statistical and mathematical concepts; inspection principles, applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and procedures.

Skill in using computers and related software applications including GIS, AutoCAD, spreadsheet, presentation, mapping and graphic software applications; providing customer service; managing projects; interpreting planning and zoning programs; performing mathematical calculations in the analysis, planning, design, management and stewardship of the natural and built environments; reading and interpreting a variety of technical plans, drawings and models, including architectural and engineering drawings and related documents.

Skill in reading maps and scales; conducting research; analyzing and making appropriate recommendations on implementation of design and construction documents for municipal construction projects; coordinating construction contract activities; writing reports and other documents; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; organizing, collecting and analyzing data; resolving conflict and negotiating and mediating hostile situations; report writing; creating and giving presentations; public speaking; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.

WORK ENVIRONMENT: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Incumbents may be subjected to extreme temperatures and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.