



Employment Opportunity Transportation Planner

BRPC is hiring a Transportation Planner to support regional and municipal transportation planning throughout Berkshire County. The position will contribute to plans and studies, prepare reports and presentations, and assist with transportation projects and public engagement activities.

To Apply: After carefully reviewing the Job Ad and supplemental materials, submit an online application via our website. General questions and accommodation requests can be directed to work@berkshireplanning.org.

General Description

This role is responsible for various projects and initiatives within BRPC's Transportation Planning Program. Specific areas of focus include Title VI planning, age friendly transportation, micromobility, traffic safety, and bicycle and pedestrian planning. This is a full-time, on-site, flexible schedule position. Core work hours (10 am to 4 pm) must be covered every workday unless otherwise agreed. Full-time staff must work a minimum of 35 hours per week, with occasional weekends and night meetings as required. This position reports to the Transportation Program Manager.

Primary Responsibilities

- Perform a range of planning functions within assigned areas of work, including research, data collection, analysis, evaluation.
- Prepare reports, maps, graphics, conceptual drawings, and other visual materials depicting transportation data, findings, and proposed improvements.
- Perform community engagement and outreach activities including surveys, tabling, and other public participation methods.
- Support the development and implementation of regional transportation plans and programs, including the Transportation Improvement Program, Unified Planning Work Program, Age-Friendly Transportation Plan, and Public Participation Plan.
- Apply transportation-planning knowledge, industry best practices, and state and federal guidance to initiatives involving Title VI and Environmental Justice, micromobility, Complete Streets, bicycle and pedestrian transportation, traffic safety, Vision Zero, and carbon reduction.

Additional Responsibilities

- Ensuring reports and other work materials meet Digital Accessibility Standards.
- Provide committee support including meeting preparation and minutes, as assigned.
- Providing technical assistance to local municipalities for Transportation projects, as assigned.
- Identify and support the application for grant funding related current initiatives and future projects.
- Collaborate across program areas to address complex issues and regional priorities.

Minimum Qualifications

- Bachelor's degree and two years of relevant experience.
- Valid driver's license and/or access to reliable transportation.
- Ability to work independently, set priorities, and manage workflows.
- Ability to travel throughout Berkshire County, MA all times of the year to attend meetings, events, and training.
- Familiarity with GIS, spatial data, and transportation or traffic-engineering software, including ArcGIS and HCS.
- Proficiency in Microsoft Office programs and related software.

Preferred Qualifications

- Masters degree in planning, public administration, public policy or a closely related field.
- AICP preferred.
- Knowledge of state and federal requirements related to regional transportation planning and funding.
- Familiarity with traffic-data collection, travel-demand modeling and forecasting, and level-of-service and capacity analysis.
- Knowledge of multimodal transportation planning and the ability to conduct corridor studies, regional transportation plans, feasibility studies, and transportation elements of comprehensive plans.

Pay Range

As of July 01, 2026, the full pay range for this position is \$62,309.00-\$75,800.00 per year. The **starting pay range** is **\$62,309.00 - \$69,054.50 per year**, depending on education and experience. Market adjustments and merit raises are generally available in July each year. BRPC may not alter the pay range unless the position is re-posted.

Benefits

- MA State Retirement System

- Health, Dental & Vision Insurance
- Short-Term Disability, Long-Term Disability, Life Insurance
- Medical & Dependent Care Flexible Spending Accounts (FSA)
- 457b Deferred Compensation Plan
- Generous Paid Time Off (Vacation, Sick, Holidays, Floating Holiday)
- Professional Development Funds
- Public Service Loan Forgiveness (PSLF)
- Employee Assistance Program (EAP)

EEO/Smoke- And Drug-Free Workplace

BRPC is a smoke- and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

No telephone calls. Application review begins 10/12/2026, and will continue until the position is filled.

Please visit the employment page of our website for a full position description and additional details: [Employment Opportunities at BRPC](#)

Position Description – Transportation Planner

Position Title:	Planner	Pay Range:	\$62,309 - \$75,800 /yr
Program:	Transportation	Type:	Permanent
Reports To:	Program Manager	Location:	Onsite
Name:	Vacant	Weekly Hours:	35 (Full-Time)

Position Summary

BRPC Planners serve as professional staff members supporting regional and municipal planning projects through research, analysis, public engagement, documentation, and project implementation. The position works under the direction of a Program Manager, along with senior staff managing specific projects, and contributes to project delivery through assigned tasks and responsibilities.

Primary Responsibilities

General Program/Project Responsibilities

- Performing a range of planning functions within assigned areas of work, including research, data collection, analysis, evaluation, and preparation of plans, reports, and other materials for publication.
- Supporting public participation activities for planning projects, including assistance with meeting preparation, facilitation, documentation, and follow-up.
- Reviewing and contributing to analyses of impacts and outcomes related to assigned projects or areas of work.
- Completing assigned tasks and project components in accordance with established schedules and hour or budget allocations.
- Providing project support to Senior Planners, Principal Planners, and Program Managers, as assigned.
- Assisting Senior Planners, Principal Planners, and Program Managers in identifying potential future projects or program opportunities.

Transportation Improvement Program (TIP) and Unified Planning Work Program (UPWP)

- Prepare and administer surveys in support of the TIP and UPWP projects.
- Conduct special studies as assigned in the UPWP.

- Provide assistance to the Transportation Program Manager in developing the UPWP, program area initiatives, development review, development of plans or regulations and writing grant applications.

Other Special Projects

- Preparation of reports, maps, graphics, conceptual drawings, and other visual materials depicting transportation data, findings, and proposed improvements.
- Lead transportation-sector carbon-reduction work, including responsibilities associated with the state's Clean Energy and Climate Plans.
- Assist with developing an Age Friendly Transportation Plan.
- Maintain the Public Participation Plan and develop community-engagement methods, including virtual participation.
- Work to address micromobility issues and concerns for our communities.
- Support Complete Streets and nonmotorized transportation initiatives.
- Complete assigned work related to traffic safety in support of Safe Streets and Roads for All and Vision Zero.
- Support Title VI and Environmental Justice planning and prepare required reports.

Additional Responsibilities

Agency Responsibilities

- Providing support to agency outreach and related activities, including e-newsletters, training efforts, and website content.
- Assisting with the organization and management of agency reference, educational, and archival materials, data, and resources related to assigned work.
- Providing technical assistance and support to Berkshire municipalities within assigned areas of work, as assigned.
- Providing technical assistance and support to other agency initiatives and projects, including in other program areas, as assigned.
- Interacting at the staff level with state and federal agencies and participating in regional or state coordinating groups related to assigned projects.
- Assisting with grant development activities, including preparation of support materials and documentation for project management.

Committee Support

- Provide staff and administrative support to the Transportation Advisory Committee and Metropolitan Planning Organization, including meeting preparation and minutes.

Qualifications

Education/ Experience

Master's degree in planning, public administration, public policy, or a closely related field from an accredited college or university. Bachelor's degree and two years of relevant experience may be substituted for a master's degree.

An equivalent combination of education, training, and experience may be substituted for the required degree and experience.

Licenses/ Certifications

- Valid driver's license and/or access to reliable transportation.
- AICP preferred.

Knowledge, Skills & Abilities

- Strong interpersonal skills with the ability to communicate and work effectively with a wide range of individuals, including public officials, citizen groups, and partner agencies.
- Strong written and oral communication skills, including the ability to translate technical and regulatory information into clear language for public officials, boards, agency staff, and members of the public.
- Strong analytical skills for interpreting data and applying information to support public decision-making.
- Ability to organize and manage multiple tasks and assignments effectively, with direction and support as needed.
- Effective time management and organizational skills.
- Proficiency in Microsoft Office programs and related software.
- Ability to participate in public meetings in all parts of the region at all times of year.
- Knowledge of multimodal transportation planning and the ability to conduct corridor studies, regional transportation plans, feasibility studies, and transportation elements of comprehensive plans.
- Ability to review development plans and proposals for transportation impacts.
- Knowledge of state and federal requirements related to regional transportation planning and funding.
- Familiarity with traffic-data collection, travel-demand modeling and forecasting, and level-of-service and capacity analysis.
- Familiarity with GIS, spatial data, and transportation or traffic-engineering software, including ArcGIS and HCS.
- Ability to develop transportation initiatives from concept through implementation.
- Ability to conduct policy analysis on transportation issues.
- Ability to research and develop transportation grant applications.

Work Environment & Other Requirements

Work Environment

Work is primarily performed in a professional office environment with regular interaction with agency staff, municipal officials, partners, and the public. Participation in off-site meetings and public forums throughout the region is required and may occur outside standard business hours.

Physical Requirements

Primarily sedentary work with regular computer use. Occasional lifting (up to 25 lbs.), bending, or standing may be required.

Travel & Location

This is an on-site position at the BRPC office, with teleworking in accordance with BRPC policy. Local travel for meetings or events may be required. Mileage for business travel is reimbursed in accordance with current IRS rates.

Work Schedule

This is a full-time, 35-hour per week position. Core hours are 10 am to 4 pm, Monday through Thursday, though you may work a flexible schedule as agreed upon with your supervisor. Occasional evening or weekend hours may be required for public meetings, training, or other events.

Review & Approval

Executive Director's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____