**Class Summary**

The responsibilities of this classification include supporting the environmental review of transit plans and projects, assisting with the development of National Environmental Policy Act (NEPA) and State Environmental Policy Act (SEPA) documentation, and assisting with technical analysis of environmental issues associated with transit facilities.

**Distinguishing Characteristics**

This is the first of a three-level series. Incumbents in this classification are considered entry level and serve as a member of multidisciplinary work teams and under the direction and guidance of Transit Environmental Planner II’s and III’s. This classification is distinguished from the Water Quality Planner/Project Manager and the Environmental Scientist classification series in that this classification is responsible for performing Transit-specific environmental planning duties. This classification is distinguished from the Transit Environmental Planner II in that the Planner II incumbents are fully proficient to perform the work with limited supervision as Journey-level planners.

**Examples of Duties**

1. Compile background environmental information for Transit projects and programs.
2. Research technical environmental issues supporting NEPA, SEPA, and other environmental review processes; prepare or assist in preparing technical environmental information for reports.
3. Conduct environmental fieldwork including noise measurements and site reconnaissance.
4. Collect and analyze environmental data.
5. Maintain environmental records or databases.
6. Prepare technical agendas and other meeting materials for internal or inter-departmental project meetings.
7. Prepare graphics for communicating environmental trends or concepts related to Transit projects.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of SEPA, NEPA, and other related federal and state environmental regulations

Knowledge of the environmental planning field

Ability to perform research and data analysis

Ability to effectively communicate both verbally and in writing

Ability to think conceptually, observe and evaluate trends, and to analyze and draw logical conclusions

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Bachelor’s degree in related field and previous environmental planning experience or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Valid Washington State Driver’s license

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Transportation Environmental Planner I  Transportation Environmental Planner II  Transportation Environmental Planner III |
| **Class History** | 04/2018 - Created |