

Community Planner

A Community Planner applies the art and science of planning to serve communities such as urban or rural neighborhoods, villages, Indian reservations, cities, counties, regions, states, and the nation. Approximately 60 Community Planners are employed by FTA across Headquarters and Regions.

Community planning work entails:

- knowledge of planning concepts, principles, techniques, and practices;
- technical assistance and guidance to communities to identify community transit needs, resources, and problems;
- disclosure and accessibility of planning documents so that citizens can make informed decisions on goals, policies, priorities, plans, programs, and methods of implementation designed to create a physical, economic, and social environment in which the members of the community can flourish.

At Headquarters, Community Planners work with the regions to ensure consistent application of regulations and provide policy guidance. They also provide technical support, such as transportation modeling, and act as subject matter experts for major capital investment projects and the metropolitan and statewide planning process.

In the Regions, Community Planners work closely with their communities by helping them to prepare required planning documentation to support grant applications, manage grants, and understand and comply with federal regulations. Roles and responsibilities vary from one region to another depending on state and community requirements.



U.S. Department of Transportation
Federal Transit Administration

Environmental Protection Specialist

Environmental protection specialist positions require specialized knowledge of the principles, practices, and methods of program or administrative work relating to environmental protection programs. This entails:

- an understanding of the philosophy underlying environmental regulation;
- knowledge of environmental laws and regulations;
- knowledge of the planning, funding, organization, administration, and evaluation of environmental programs;
- practical knowledge of environmental sciences and related disciplines, the effects of actions and technology on the environment, the means of preventing or reducing pollution, and the relationship between environmental factors and human health and well-being;
- practical knowledge of important historic, cultural, and natural resources (including land, vegetation, fish, wildlife, endangered species, forests) and the relationship between the preservation and management of these resources and environmental protection.

Environmental protection specialists apply specialized knowledge of one or more program or functional areas of environmental protection work, but do not require full professional competence in environmental engineering or science. (This position summary is a generalized description of an EPS position and is not tailored specifically to how EPSs function at FTA.)

At Headquarters, the Environmental Protection Specialist works with the regions to ensure consistent application of regulations and provide policy guidance. Environmental Protection Specialists also provide technical support such as subject matter (Environmental Justice, noise and vibration, historic preservation, 4(f), etc.) expertise to guide headquarters and regional staff. Additional responsibilities include:

- Rule-making
- Developing Policy
- Writing Guidance
- Representing FTA via participation in intermodal and interagency workgroups
- Developing training
- Conducting training and webinars
- Delivering conference professional presentations
- Responding to congressional requests

In the Regions, Environmental Protection Specialists work closely with the grantees and provide technical support such as: assisting in scoping projects to avoid/minimize environmental impacts, determining the appropriate project Class of Action, providing environmental process training to grantees, creating various documents to assist grantees through the environmental process (such as NEPA checklists and information papers), providing thorough and timely reviews of grantee submitted documents to ensure compliance, conducting Section 106 and Native American tribal consultation, crafting agreement documents (such as MOAs), assisting the grantees in identifying necessary consulting parties, and providing all the other aspects of technical support that are required to have a legally defensible environmental document/finding. Roles and responsibilities may vary from one region to another depending on state and community requirements and regional organizations.



General Engineer

The FTA General Engineer provides management and oversight of FTA's grant program and ensures program/project activities comply with federal regulations, laws, and standards. General Engineers apply current industry standards in project management, construction and engineering practices, and techniques and processes to identify best methods to ensure transit projects meet objectives as well as adhere to safety standards. They provide engineering advice to Senior Management and others as required on capital projects development, safety, construction and technical studies, to assure that the proposed oversight processes and procedures of projects are feasible and technically sound. General Engineers coordinate and conduct review meetings to ensure technical and management efforts are following contract or grant provisions and program policies and objectives. Additionally, Project Sponsors coordinate, monitor, and review project objectives, scope, schedule, budget, and manages project risks.

General Engineers manage oversight consultant(s), which includes: knowledge of the operating procedures, developing scope of work and independent government estimates, track, review, accept deliverables, and approve invoices.

At Headquarters, the General Engineer:

- Develops and manages FTA programs, policies, standard operating procedures, and budget
- Develops, implements, and provides internal training on FTA policies
- Manages the technical assistance and outreach programs for grantees, recipients, sponsors, industry, etc.
- Works with and monitors the FTA regions to ensure nationally-consistent application of technical activities and oversight and provide guidance to regions on technical policy
- Uses expertise, along with data gathered from FTA regions and industry, to create and modify technical policy guidance relating to both Capital Project Oversight and Safety
- Provides oversight that support milestone reviews for projects

In the Regions, the General Engineer:

- Provides grants management administration for recipients
- Provides technical assistance and outreach programs for grantees, recipients, sponsors, industry, etc.
- Provides day-to-day project oversight
- Integrates the implementation of the disparate FTA programs into cohesive solutions for recipients
- Captures recipient feedback and shares ideas, challenges, and issues with headquarters
- Monitors project delivery of major capital projects



Transportation Program Specialist

The Transportation Program Specialists, in Planning or Oversight, develop and manage grants to ensure that grantees are compliant with FTA requirements. They assist grantees to enhance their processes and procedures. Additionally, they provide technical assistance to ensure grantees are compliant with federal statutory, administration and regulatory requirements in a timely manner. The Transportation Program Specialist utilizes the electronic grantmaking system to process grants.

The Transportation Program Specialists are responsible for the development and implementation of FTA grant program and project management. The Transportation Program Specialist (Planning) evaluates the grant prior to award and manages the grant post-award. They ensure effective dissemination of guidelines, directives, and procedures to FTA customers both internal and external. They also research and prepare written program guidance and communicates with colleagues, agency management, and other contacts outside the agency to gather and analyze information about grantee processes as related to FTA grants as part of an on-going program improvement process. The Transportation Program Specialist (Planning) will also manage adherence to the National Environmental Policy Act (NEPA) process and any metropolitan and statewide planning processes.

The supervisor provides direction and coaching to staff team members, assists the team to prioritize work, and escalates issues if needed to higher levels in the organization. Further, the supervisor manages and directs complex grants and provides technical assistance for transit programs.

At Headquarters, the Transportation Program Specialists work with the regions to ensure consistent application of regulations and provide policy guidance. They also provide technical support such as transportation modeling and acts as a subject matter expert as it relates to major capital investment projects and the metropolitan and state-wide planning process.

In the Regions, the Transportation Program Specialist (Planning) works closely with grantees helping them to prepare required planning documentation to support grant applications, manage grants, and understand and comply with federal regulations. The Transportation Program Specialist (Oversight) works closely with grantees to help them understand and comply with federal regulations and FTA requirements. Roles and responsibilities may vary from one region to another depending on state and community requirements, regional workload, and staff expertise.

