

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-393-2406

POSITION: Assistant Transportation Engineer

DEPARTMENT: Public Works, Engineering Division

HOURS OF WORK: Full-time (35 hours/weekly) Monday, Tuesday, Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM. Some nights/evening as needed.

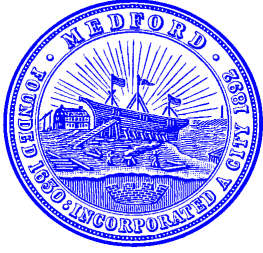
SALARY RANGE: \$1,222.00 - \$1,455.39 weekly

BASIC FUNCTION: Position is responsible for assisting with planning, designing, developing, and managing roadway engineering projects with a focus on traffic related work. This position may also assist with other roadway related work such as pavement condition management.

SUPERVISION: Reports to Director of Traffic & Transportation but may also takes direction from the City Engineer who oversees the Engineering division of DPW.

RESPONSIBILITIES:

- Plan, design and develop roadway improvements.
- Evaluate plans and proposals drafted by other engineers.
- Analysis of schematics and engineering data.
- Offering recommendations for transportation policies, plans, designs, and construction of roadways inclusive of vehicles, bicycles and pedestrians.
- Prepare, perform, gather and conduct:
 - Data collection; and
 - Cost estimates.
- Applies for and assists with managing transportation related grants.
- Assists with and perform traffic planning and engineering studies including speed studies, vehicle, and pedestrian counts, turning movement counts, manual classification counts, crash analyses, parking utilization, and other efforts as required to support roadway projects.
- Designs and develops roadway improvements including layout, pavement markings, signage, controls, and traffic signals with awareness of grading and drainage.
- Prepares engineering cost estimates, specifications, and assists with procurement for engineering projects as well as when seeking/implementing grant projects.



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- Assists with the implementation of the City's pavement management plan and coordinates traffic improvements with scheduled pavement improvements, including coordinating with DPW operations staff.
- Assists field crews with the layout of new pavement markings (including occasional nighttime work).
- Performs investigations related to traffic control, pavement management, and perhaps roadway drainage.
- Reviews Traffic Management Plans submitted to the City by contractors, developers, consultants, etc. to confirm compliance with applicable Federal, State, and City Standards.
- Prepare plans for presentations.
- Assist in reviews traffic studies for new developments to confirm compliance with City Standards and to determine impact to existing traffic volumes and patterns.
- Collects GIS data related to roadway and utility assets.
- Assists with inquiries and tasks from the Traffic Commission, Bicycle (Advisory) Commission, Complete Streets (Advisory) Committee, Community Development Board, Zoning Board of Appeals, City Council, and others; including attending the monthly Bicycle Commission and Traffic Commission evening meetings and other meetings as needed.
- Assists with coordination and collaboration with government agencies and officials, design professionals, and others on transportation related projects.
- Performs other duties and tasks and assignments by either the City Engineer or Director of Traffic & Transportation.

EDUCATION & EXPERIENCE:

Bachelor of Science in Civil Engineering required with focus on traffic or transportation preferred. Minimum of one (1) year of relevant experience required; three (3) or more is preferred. Valid driver's license required.

License: Engineer-in-Training (EIT) preferred but not required; pursuit of Professional Engineer (PE) preferred.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge: Knowledge of the Manual on Uniform Traffic Control Devices (MUTCD), Institute of Transportation Engineers (ITE) publications/manuals, National Association of City Transportation Officials (NACTO), and Massachusetts Department of Transportation (MassDOT) standards for



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highway construction. Familiarity with MassDOT, ADA/AAB, DCR, DEP, EPA and other relevant state and federal agencies and their respective rules and requirements. Experience preparing engineering cost estimates and specifications for highway design projects. Familiarity with Complete Streets principles, including pedestrian and bicycle as well as transit and parking accommodations/design principles. Knowledge of applications such as Synchro, SimTraffic, and VISSIM preferred. Familiarity with stormwater standards for roadways and familiarity with MS4 Permit requirements. Familiarity with/knowledge of Massachusetts Project Intake Tool (MaPIT).

Skills: Proficient in typical software used in the design of roadways including AutoCAD. Strong knowledge of other engineering software used in the design of roadways such as SYNCHRO and HydroCAD. Proficient in AutoCAD for drafting and design and ArcGIS for data input and map creation. Proficiency with Microsoft Office, and other typical office/engineering software, including the use of Excel for preparing engineering reports and calculations.

Abilities: Strong ability to work independently and troubleshoot issues as they arise. Perform highly detailed work on multiple, concurrent tasks, work under intensive deadlines.

PHYSICAL REQUIREMENT:

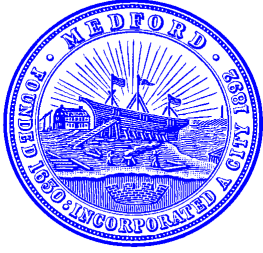
In addition, the position requires performing duties outside the office setting. The work typically involves assessing conditions, collecting data, pre-marking pavement markings, measuring lanes, moving or adjusting tall cones, etc. The applicant should have the ability to lift/move up to 50 lbs.

WORK ENVIRONMENT:

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
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Or send cover letter and resume with the job title in the subject line to
jobs@medford-ma.gov



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For the posting please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.