

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155

Office of Diversity and Human Resources, Room 204
HR: 781-475-5640 Fax: 781-393-9489

POSITION: Assistant Transportation Engineer

DEPARTMENT: Department of 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 evening meetings, and some fieldwork outside normal hours as needed.

SALARY: \$1,577.84 - \$1,773.56 Weekly, PW-20 (Non-Union FSLA Exempt)

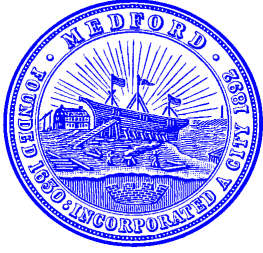
BASIC FUNCTION:

Position is responsible for planning, designing, developing, and managing roadway engineering/planning projects with a focus on transportation related work. This position may also manage other roadway related work.

SUPERVISION: Reports to Director of Traffic & Transportation but may also take 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.
- 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.
- Assists with the expansion and management of the City's bikeshare program, including siting.
- Prepares engineering cost estimates, specifications, and assists with procurement for engineering projects as well as when seeking/implementing grant projects.
- 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 pavement markings layout (including occasional nighttime work).
- Performs investigations related to traffic control, and perhaps pavement management.
- Reviews Traffic Management Plans submitted to the City by contractors, developers, consultants, etc. to confirm compliance with applicable Federal, State, and City Standards.
- Analysis of schematics and engineering data; prepare plans for presentations.
- Communicates with the public in a courteous manner; whether via email, phone, or in-person.
- Assists in reviewing 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 transportation assets.



Medford

Medford City Hall
85 George P. Hasset Drive
Medford, MA 02155

Office of Diversity and Human Resources, Room 204
HR: 781-475-5640 Fax: 781-393-9489

- 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 the tracking and managing of City's SeeClickFix transportation related items
- 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 the Director of Traffic & Transportation or the City Engineer including planning, engineering, operations, and administrative tasks.

EDUCATION & EXPERIENCE:

Bachelor of Science in Civil Engineering required. A minimum of three (3) years of relevant experience required; six (6) or more is preferred.

Licenses & Certifications: Professional Engineer (PE) license is preferred, but not required; Engineer-in-Training (EIT) required; with pursuit of Professional Engineer (PE) preferred. Valid class D driver's license required.

KNOWLEDGE, SKILLS & ABILITIES:

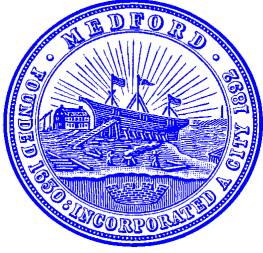
Knowledge: Knowledge of the Manual on Uniform Traffic Control Devices (MUTCD), Institute of Transportation Engineers (ITE) publications/manuals, National Association of City Transportation Officials (NACTO), and Massachusetts Department of Transportation (MassDOT) standards for highway construction. Familiarity with MassDOT, ADA/AAB, DCR, MAPC, FRA 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/knowledge of Massachusetts Project Intake Tool (MaPIT). Experience or familiarity with grant applications such as MassDOT or MAPC Transportation grants.

Skills: Proficient in typical software used in the design of roadways including AutoCAD. Strong knowledge of other engineering software used in traffic engineering such as SYNCHRO. Proficient in AutoCAD for drafting and design and familiarity with 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 within deadlines. Strong ability to take the ownership role on engineering projects and lead multiple projects from concept to completion. Strong ability to proactively plan for meeting municipal permitting requirements.

PHYSICAL REQUIREMENT:

While performing the duties of this job, the employee is frequently required to sit, stand, see, talk, and hear. The employee is required to walk, use hands to operate; finger, handle or feel objects, tools or controls; and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and use typically used tools such as shovel, level, measuring tape as necessary during the work assignments.



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Diversity and Human Resources, Room 204
HR: 781-475-5640 Fax: 781-393-9489

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. Some outdoor field work, conducted under varying weather conditions. 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
Medford, MA 02155**

Or send cover letter and resume with the job title in the subject line to jobs@medford-ma.gov

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.