

Medford

Medford City Hall
85 George P. Hassett Drive
Human Resources Department, Room 204
HR: 781-475-5640 - Fax: 781-393-9489

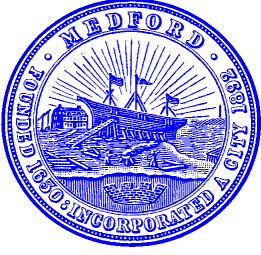
<u>POSITION:</u>	Assistant Transportation Engineer	#J2024 – 0027 Posted 10/30/24
<u>DEPARTMENT:</u>	DPW – Engineering Division	Posting Removal: Until Filled
<u>HOURS OF WORK:</u>	Full-time (35 hours/weekly) Monday, Tuesday, and Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM. Some nights/evenings as needed	
<u>SALARY:</u>	Non-Union PW 20 (\$1,625.49 - \$ 1,827.13/ Weekly)	

BASIC FUNCTION: The 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 the Director of Traffic & Transportation but may also be given by 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 performs 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, and 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 the layout of new pavement markings (including occasional nighttime work).
- Performs investigations related to traffic control, pavement management, and perhaps roadway drainage.
- Review 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 reviewing traffic studies for new developments to confirm compliance with City Standards and to determine the impact on existing traffic volumes and patterns.



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- 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.
- Assist with 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 either the City Engineer or Director of Traffic & Transportation.

EDUCATION & EXPERIENCE:

Minimum Requirement:

- Bachelor of Science in Civil Engineering with a focus on traffic or transportation preferred.
- Three (3) of relevant experience
- A valid driver's license is required

Preferred:

- Six (6) or more years of experience
- Engineer-in-Training (EIT)
- Pursuit of Professional Engineer (PE)

KNOWLEDGE, SKILLS & ABILITIES: ([See Full Job Description](#))

PHYSICAL REQUIREMENT: ([See Full Job Description](#))

WORK ENVIRONMENT: ([See Full Job Description](#))

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

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

The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.