



City of Medford – Job Description – Assistant Transportation Engineer

Job Title:	Assistant Transportation Engineer	FLSA (Exempt? Y/N):	N
Department:	DPW – Engineering Division	Affiliation:	Public Works Department
Classification/ Salary Range:	Non-Union PW 20 (\$1,625.49 - \$ 1,827.13/ Weekly)	Reports To:	Public Works Department
HR Contact:	Human Resources Office/204	Telephone :	781-475-5640

Job Description

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

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.

- 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:

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, 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, Sim Traffic, and VISSIM preferred. Familiarity with stormwater standards for roadways and familiarity with MS4 Permit requirements. Familiarity with/knowledge of the 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, and 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.

ADDITIONAL NOTES: Performs all other work requested by the Manager, Mayor or Designee.

The City of Medford is committed to the full inclusion and consideration of all qualified individuals for its open positions, regardless of race, gender identity, religion, ethnicity, age, physical abilities, sexual orientation, and veteran status. It is the City of Medford's goal to embrace diverse perspectives and welcome candidates from underrepresented groups by providing access to resources to all candidates and providing reasonable accommodation if needed to persons with disabilities.

SCHEDULE: 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

Dept. Head:		Date:	
Approved By – Director of HR:	Director of HR	Date:	10/30/24
Last Updated By:	Human Resources Office	Date:	10/30/24
Union Approval	Non - Union	Date:	
Employee:		Date:	