TRANSPORTATION/TRAFFIC ENGINEERING INTERN 502080 TEMP6

Nature of Work: Under the supervision of Transportation Engineers in a remote workplace, an office and/or field environment. The student intern could perform tasks including, but not limited to:

- Review of documents and/or plans, including permits and construction quantities.
- Track and maintain databases and communications.
- Prepare public outreach/communication documents and distribution of communications.
- Basic civil engineering tasks including, but not limited to: data research, project design, performing calculations and applying engineering principles.
- Assist in project scheduling, public outreach, public meetings and project documentation.
- Collect and analyze transportation data under oversight and direction which may include: vehicle, pedestrian, and/or bicycle volume/turning movement counts, safety analysis, warrant analysis, and clear sight visibility analysis, among others.
- Provide assistance to Transportation Engineers in the drafting of traffic control orders, review of right-of-way permits, review of maintenance of traffic plans, review of traffic signal systems, review of transportation facilities and networks against standards/guidelines/best practices. • Develop reports for both internal and public use.
- Occasionally, interact with the public which may include presentations. • Perform sight visits, transport, place and retrieve traffic equipment (e.g. counters) and perform data collection (e.g. sight distance, ball bank, sign inspections, turning movements, citizen requested field reviews, etc.).
- Other duties as assigned.

Required Qualifications:

- Currently pursuing an undergraduate or post graduate degree in Civil Engineering with a focus and/or interest in transportation engineering, traffic operations, non-motorized design, and road safety.
- Valid Driver’s License.
- Ability to work in a team and take instruction.
- Ability and willingness to perform construction inspection in all weather conditions.
- Must be able to effectively document and communicate technical information to both a technical and non-technical audience.
- Proficiency in Microsoft Office products as well as general computer skills.
- Strong written and oral communication skills.
- Good organizational skills.

Work Schedule: The hours of work may vary during the weekdays and may include early mornings and evenings. With the rare possibility of weekend work. Forty hours per

week during the summer with potential of overtime. Flexible hours during the school year.

Physical Requirements: The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The physical ability to drive, climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift, grasp, feel, talk, hear, see, and perform repetitive motions.

Essential duties require the mental and/or physical ability to: work in a standard office environment; read fine print on blueprints and display terminals; converse by telephone, two-way radio, in person, or around the noise of heavy construction equipment; move across rough terrain and bridge scaffolding, climb ladders and several flights of stairs; use drafting instruments, calculators, and personal computers; and strength to lift and carry up to 30 pounds. The work requires the ability to distinguish colors and to hear audible alarms. Incumbents may be subject to potentially hazardous physical conditions, atmospheric conditions, extreme temperatures, intense noise, and/or vehicle traffic.