

2018225 Transportation Engineering Assistant

Closing Date: June 29, 2018

Apply online at www.longmontcolorado.gov



HUMAN RESOURCES DEPARTMENT

350 Kimbark Street
Longmont, CO 80501
303-651-8609
FAX 303-651-8973

JOB ANNOUNCEMENT

POSITION: 20180225 Transportation Engineering Assistant
Division: Engineering
Department: PWNR

Hiring Range: \$22.76 - \$25.29/hr
Regular Full-Time with Benefits
40 hrs/wk - Varies M-Th 7am-6pm or
M-F 8am-5pm

DEFINITION: Under the supervision of the Transportation Engineering Administrator, performs a variety of Transportation Engineering duties including data collection, database management, and field studies. Manage Longmont's school crossing guard program, and assists with school safety program implementation.

PRINCIPAL DUTIES: Manage transportation engineering databases, including traffic counts and crashes. Manage collection of traffic count data; schedule counts for annual count program and special counts. Compile and distribute count data with CDOT, DRCOG, and other transportation agencies. Manage and verify accuracy of crash data obtained from City Police Department. Maintain accurate electronic filing system and mapping for all data so that it is current and available for use by staff and the public. Manage and conduct daily traffic counts, speed studies, turning movement counts, and other transportation engineering data collection and field studies. Place count equipment and other study equipment on streets as needed. Coordinate and schedule data collection with contractor or other staff. Perform routine and standardized transportation engineering calculations and analyses, such as crossing guard and crosswalk evaluations, signal warrants analysis, and traffic control plans under direction of engineering staff. Assist with engineering studies such as Crash Report. Prepare and maintain transportation GIS or similar maps, drawings, and databases. Help update and maintain City Transportation website, including school safety information, count data, and other information as needed. Manage crossing guard program. Recruit, hire, train, schedule, and supervise school crossing guards. Ensure that all identified locations have a crossing guard on duty each morning and afternoon on regular school days. Act as substitute crossing guard as needed. Investigate and determine appropriate locations for crossing guards. Prepare school safety GIS maps for schools. Identify and help evaluate safety issues on City transportation network, especially in vicinity of schools. Make preliminary assessment of situations and work with citizens, engineering staff, and other City departments to alleviate concerns. Answer questions and provide information to the public concerning traffic engineering activities. Respond to public contacts regarding safety and other miscellaneous issues.

WORKING ENVIRONMENT: Work is performed both indoors and outside, requiring frequent work in field under all conditions, including light and dark conditions and exposure to extreme weather conditions. Requires frequent operation of a motor vehicle, and working around moving vehicles in high traffic areas. Work will involve frequent presence in roadways with moving traffic setting up traffic count or other equipment, observing traffic, working as crossing guard, or evaluating traffic conditions and traffic control devices. Work frequently involves irregular and extended work hours. Work requires use of fingers, hands, hearing and vision to set up traffic counters safely in roadways under all traffic conditions. Work also requires ability to safely help children across streets as crossing guard, holding stop paddle and communicating with children and adults. Work involves use of computers and other office equipment. Entails frequent light (under 15 lbs.) lifting and carrying, and occasional moderate (15-49 lbs.) lifting, carrying, pulling and pushing. Requires frequent driving, reaching, walking, standing, sitting, bending, stooping, twisting, kneeling and squatting. Requires the ability to communicate effectively, read and understand a variety of documents, plans, maps and other printed or computer generated materials. Work includes frequent exposure to excessive intermittent noise, dust, fumes, smoke or gases, sun, slippery or uneven walking surfaces, and working around moving vehicles. Job duties require working alone, as well as working closely with others.

QUALIFICATIONS: Any combination of experience and education equivalent to completion of the twelfth grade, and two years of college level courses in civil engineering or related field or two years of experience performing support technical work or data collection / database management in civil engineering or similar field.

Special Qualifications: Possession of a valid Colorado Driver's License

Selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

DEADLINE: CITY APPLICATION (required) must be received by the Human Resources Division, 350 Kimbark St, Longmont, CO 80501, no later than **June 29, 2018**. An online application process is available for this position at www.longmontcolorado.gov. For more information, call (303) 651-8609.

The City of Longmont offers Equal Opportunity for employment to all qualified applicants. It is the policy of the City of Longmont not to discriminate on the basis of race, color, religion, creed, national origin, sex, sexual orientation, age, ancestry, veteran status or disability unless related to a bona fide occupational qualification. If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.

AN EQUAL OPPORTUNITY EMPLOYER
All City of Longmont Facilities are Smoke Free
www.longmontcolorado.gov