

CITY OF NEWTON
Department of Public Works, Transportation Division
Job Description

Job Title: Transportation Engineer

Prepared by: Director of Transportation Operations

The Transportation Engineer will assist the Director of Transportation Operations (Director) and the Deputy Director in all aspects of his or her duties in the City of Newton Department of Public Works (DPW), Transportation Division. The Transportation Engineer will work on multiple projects simultaneously in an organized and customer-oriented manner and will refer to the Director for supervisory issues and approval of transportation engineering projects and plans. In addition, the Traffic Engineer will represent the Division at meetings with City officials and the public as required.

Responsibilities

- Receives and responds appropriately to calls from residents, consultants, vendors, police dispatch, and others regarding transportation and parking emergencies, questions, and requests.
- Coordinates completion of traffic work orders and coordinates as needed with the DPW Engineering or Highway Divisions, verifies accuracy and quality of work, and communicates work order status to interested parties.
- Utilizes the DPW work order database on a day-to-day basis to identify, process, and close work order requests.
- Effectively communicates with City staff, elected officials, and members of the public regarding transportation engineering decisions, policies, and industry best practices.
- Performs field work and traffic sign, signal or pavement marking inspections to ensure compliance with all applicable federal, state, and local standards.
- Applies engineering judgment to make decisions based on site-specific context and field observations.
- Analyze various modes of transportation for safety, effectiveness, and properly services the needs of its users.
- Assists in identifying and prioritizing infrastructure improvement opportunities within the transportation network.
- Performs traffic operations analysis using both computer models and qualitative assessments to assist the Transportation Division in responding to various verbal and written requests.
- Analyzes crash data and develops safety countermeasures from concept to construction.
- Conducts traffic engineering studies and citywide patrols for traffic signal, specialty light, or streetlight outages.
- Conducts seasonal city-wide condition surveys of pavement markings, traffic signs, and other infrastructure.
- Creates databases and/or work orders based on field observations and downloads data from field devices into desktop computers.
- Supervises employees performing traffic engineering tasks.

- Creates and edits various layers and applications within the City's Geographic Information System (GIS) and generates traffic signal plans, pavement marking plans, traffic management plans, and as-built plans of transportation infrastructure.
- Reviews the on-site and off-site parking and transportation issues associated with new development projects.
- Reviews traffic calming proposals, roadway and traffic signal construction, and other related projects in the public way.
- Completes technical memoranda to summarize conclusions and recommendations for review by the Director, other DPW Division Heads, or the Commissioner of Public Works.
- Assists the Transportation Division in monitoring and reporting the status of snow and ice removal operations on sidewalks and other emergencies as declared by the City.
- Assumes responsibilities and duties of the Director or Deputy Director in his/her absence.
- Participates as a voting member on the city's Traffic Council.
- Performs other similar or related duties as assigned/required.

Qualifications

- Bachelor's degree in Civil Engineering
- Five years of experience in traffic and transportation engineering
- Experience in a public works/municipal environment with regulatory experience preferred
- Proficiency with AutoCAD, GIS, and traffic analysis and simulation software
- Experience with and working knowledge of traffic signal control equipment
- Engineer-in-Training (EIT) status is required, Professional Engineer (P.E.) license in the Commonwealth of Massachusetts is desirable
- Valid Massachusetts driver's license
- Must be able to read, interpret, and explain clearly and in basic terminology documents and plans such as construction contract documents, engineering design theory and analysis, union contracts, City ordinances, state and federal laws, regulations, safety rules, operating and maintenance instructions, and procedure manuals
- Must be able to clearly and efficiently write technical memoranda and correspondence
- Must be able to interpret site plans, contract specifications, construction drawings, details, and layouts
- Must be able to present information that may be controversial in nature effectively to inside or outside contacts, groups of customers, or employees of the organization
- Must be able to help supervise personnel and assume responsibilities of the Director or Deputy Director in his/her absence
- Must be able to perform field work as required (e.g., measurements, mark-outs, traffic counts, etc.), and possess a high comfort level in the field in a variety of seasons and conditions

Please apply online:

<https://cityofnewton.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?TemplateId=231106>