



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: EIT (Engineer-in-Training) **LAST UPDATED:** 09/27/2013
DEPARTMENT: Engineering Services **JOB CLASS:**
REPORTS TO: Senior Traffic Engineer **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Senior Traffic Engineer, reviews transportation related aspects of development, conducts various traffic studies, reviews traffic impact studies, and responds to citizen concerns regarding neighborhood traffic issues. Meets with engineers and developers to provide guidance and ongoing review of assigned projects.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Reviews engineering plans for conformance with City regulations and sound engineering practices.
- Resolves engineering issues with developers or other engineers to meet City standards.
- Responds and evaluates transportation related issues and concerns raised by citizens and City officials.
- Develops engineering design manuals, standard construction details, specifications and ordinances.
- Designs pavement marking and signage plans.
- Review and authorize work zones for right-of-way permits using standards from TMUTCD.
- Review traffic impact studies submitted for new development.
- Conduct various traffic studies such as speed studies, warrant analyses for traffic control devices, crash analyses, travel time studies, and traffic counts.

Other Important Duties:

- Assists the with the development of long and short range transportation plans including capital improvement projects, transportation planning models, and thoroughfare plans.
- Travels to conduct construction inspections, traffic studies, attend meetings, conferences, and training.
- Assist with traffic control during special events.
- May be required to work weekends or after-hours to support traffic management and operations for special events.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of civil engineering concepts, practices, and procedures related to transportation planning, traffic control, traffic signal operations, and signal design.
- Knowledge of State and Federal regulations governing traffic control devices.
- Knowledge of work zone traffic control standards and procedures.
- Knowledge of traffic signal timing concepts.
- Knowledge of Synchro and/or HCS Software.

- Knowledge of AutoCAD and/or Microstation.
- Knowledge of public relations and customer service practices and methods.
- Knowledge of City policies and procedures.
- Proficiency in the use of computers and related equipment, hardware and software.
- Skill in effective oral and written communications.
- Skill in reviewing and resolving engineering issues with consultants, engineers, and developers.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Masters Degree in Civil Engineering with emphasis in transportation preferred.
- Bachelors Degree in Civil Engineering or related field required
- Must possess Engineer in Training Certificate or be able to obtain within one (1) year from date of employment.
- Must pass a pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and construction environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, standing and lifting such as when conducting on site inspections or setting up traffic control devices.
- May be subject to exposure to moving traffic, exhaust, and extreme weather conditions.
- Some extended hours/shifts are required.
- Must be able to lift 50 pounds.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, traffic counting equipment, traffic signal controllers, controller testing equipment, cellular telephone, engineering scale, and department vehicles.

Approved By:

Signed Brian Moen, Assistant Director
Brian Moen, Assistant Director, Transportation Engineering

10/09/2013
Date


Shannon Allyn, Human Resources Generalist

10/09/2013
Date