



TRANSPORTATION IMPROVEMENT ASSOCIATION

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EMPLOYMENT OPPORTUNITY

Traffic Engineer

An Equal Opportunity Employer

DEPARTMENT: Engineering **OPENING DATE:** 08/14/2019

CLOSING DATE: 08/28/2019

STARTING PAY: \$40 - \$45 Per Hour
(Starting pay will be based on experience, education, and certifications.)

CURRENT HOURS, AND START AND END TIME:

Part-time (16 hours per week) position. Typically, the start time for this position is 8:00 AM and the end time is 4:30 PM. However, the start and end times may vary depending on assignments. Evening hours will be required at times to attend meetings and conduct safety evaluations.

JOB DESCRIPTION:

This position is responsible for providing multifaceted transportation safety engineering assistance to government members with the goal of saving lives, preventing injuries, and improving mobility. Advanced transportation safety engineering assistance includes analyzing crash and field data, and composing reports that identify safety and mobility solutions. Furthermore, this position utilizes and provides maintenance assistance for the web-based Traffic Crash Analysis Tool (TCAT).

JOB DUTIES:

- Provides transportation safety engineering assistance to government members, which includes: bicycle, crash, cut-through, on-street and off-street parking, pedestrian, school, sight distance, speed limit, stop/yield, traffic signal warrant, and trip generation studies.
- Analyzes crash and field data to determine solutions that will enhance transportation safety and mobility.
- Composes detailed reports that identify the problem, evaluate the data collected, and indicate the appropriate solution(s).
- Assists with the management of the agency's traffic data collection program, and works with the Data Collection Coordinator to schedule volume, speed, axle classification, gap, turning movement, and other field data evaluation tasks.
- Operates the agency's web-based Traffic Crash Analysis Tool (TCAT), updates the databases, processes crash report requests from government and corporate members, provides technical support and training for system users, and works with the software developer to resolve issues.
- Utilizes Synchro-SimTraffic to evaluate the impacts of activities such as new traffic signals, land development, road narrowing, and to identify possible solutions to transportation problems.

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- Assists government members with reviewing plans, cost estimates, reports, and technical memos.
- Attends and speaks at city council, township board, traffic safety committee, and other meetings when requested.
- Prepares project budgets, schedules, and specifications for labor or materials.
- Assists with the dissemination of crash statistics and reports to the news media as requested by the Chief Executive Officer.
- Acts as a liaison between elected officials, city managers, law enforcement command, traffic engineers and technicians, citizens, and others.
- Conducts traffic sign reviews and inventories for government members, including preparing cost estimates.
- Operates a motor vehicle and travels to various work locations.
- Performs other related work as assigned.

NOTE:

The job duties listed are typical examples of the work performed by the Traffic Engineer. Not all duties assigned are included.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of standard practices for traffic engineering.
- Knowledge of the Michigan Manual of Uniform Traffic Control Devices, Michigan Vehicle Code, Uniform Traffic Code, AASHTO Green Book, Highway Capacity Manual, and Complete Streets policies.
- Ability to prepare and present written and verbal reports in a clear and logical manner.
- Ability to speak, write, and understand the English language.
- Ability to establish and maintain effective working relationships with federal, state, county, and local government officials and the public.
- Proficiency with various software programs, including: Microsoft Office products (Word, Excel, PowerPoint, and Outlook), Synchro-SimTraffic, Jamar TraxPro, CAD, etc.
- Knowledge of various office equipment operation, including: copy machine, fax machine, etc.
- Ability to work under pressure and meet deadlines, and work independently with little supervision.
- Ability to understand and communicate the mission and policies of the agency.
- Ability to make decisions where precedents may not be established.
- Ability to develop, follow, apply, interpret, and explain instructions and/or guidelines.
- Ability to determine work priorities and adjust work flow as necessary.
- Ability to compose and type routine correspondence, and transmit reports.

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- Ability to perform the essential functions of the job without posing a direct threat to the health and safety of others.

WORKING CONDITIONS:

Both indoor and outdoor work. Subject to extreme weather conditions, dust, fumes, and pollen while working outdoors; susceptible to safety hazards associated with working in and around moving traffic; subject to constant and possibly extreme noise; subject to poor lighting when working in twilight conditions; subject to a wide range of working hours due to community meetings.

PHYSICAL REQUIREMENTS:

Perform bending, sorting, kneeling, standing for long periods of time, and reaching to both ground level and overhead; hand count in a vehicle for minimum of 3 hour increments; lift and carry medium weight objects of 50-75 lbs such as traffic counters and other related equipment; push and pull up to 75 pounds; hold, grip, and raise objects; must have ability to operate a computer keyboard and/or mouse on a regular basis.

EDUCATION AND EXPERIENCE:

- Possession of a bachelor of science degree in civil engineering from an accredited college or university. A specialization in traffic/transportation engineering is preferred.
- A minimum of eight years of experience in traffic engineering.

SPECIAL REQUIREMENTS, LICENSES, AND CERTIFICATIONS:

- Must maintain a valid Michigan driver's license.
- Must maintain a valid State of Michigan Professional Engineer (PE) license.
- Professional Traffic Operations Engineer (PTOE) certification preferred.
- Position may require a criminal and driving history background check.

APPLICATION PROCESS:

Those interested shall submit a resume to:

Jim Santilli
Chief Executive Officer
Transportation Improvement Association
100 E. Big Beaver Rd., Suite 910
Troy, Michigan 48083

(248) 475-3434 Fax

tia@tiasafety.us

Please be sure the resume indicates the name of the position(s) you are applying for.