

Announcement No. 19-002

March 6, 2019

**EXTERNAL POSTING****Seasonal Engineering Aide**  
TEMPORARY

Under the general supervision of the City Engineer, conducts traffic and speed counting, surveying, field inspection and general office work.

- ✓ High School diploma or equivalent, with additional applicable related course work as necessary to maintain ability and skills.
- ✓ Must be at least 18 years of age and possess and maintain a valid driver's license.
- ✓ Expertise and knowledge in the use of CAD software.
- ✓ Possess thorough mathematical comprehension skills.
- ✓ Ability to operate hand tools.
- ✓ Skill in the use of office equipment and technology, including computers and related software.
- ✓ Ability to read, write, speak and understand the English language.
- ✓ Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with residents, elected officials and other employees.

A detailed job description and minimum qualifications can be viewed at <http://www.traverscitymi.gov/employment.asp>.

Please submit a completed application and a list of three professional references to the City of Traverse City, Human Resources Office, 400 Boardman Avenue, 2<sup>nd</sup> Floor, Traverse City, MI 49684 or via email to [citypers@traverscitymi.gov](mailto:citypers@traverscitymi.gov)

Traverse City is an Equal Opportunity Employer.

**CITY OF TRAVERSE CITY**

**Seasonal Engineering Aide**

**Position Type:** Temporary/Seasonal  
**Work Schedule:** Monday thru Friday (May work weekends as needed)  
**Hours:** 8:00 a.m. to 5:00 p.m. (May work other times as needed)  
**Duration of Employment:** May thru August

**General Summary:**

Under the general supervision of the City Engineer, conducts traffic and speed counting, surveying, field inspection and general office work.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Sets up and takes down traffic count equipment on City streets.
2. Gathers traffic count data from counters and site observations, collates the data and files the results.
3. Utilizes City owned vehicle to move traffic count equipment to various locations throughout the City.
4. Assists engineering department in the field.
5. Assists survey crew with field inspections.
6. Utilizes computer software to generate intersection maps.
7. Assists in office with basic technical administrative tasks.
8. Performs related work as needed.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Must be at least 18 years of age and possess and maintain a valid driver's license.
- Expertise and knowledge in the use of CAD software.

- Possess thorough mathematical comprehension skills.
- Ability to operate hand tools.
- Skill in the use of office equipment and technology, including computers and related software.
- Ability to read, write, speak and understand the English language.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when interacting with residents, elected officials and other employees.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle or feel and reach with hands and arms. The employee is frequently required to stand, walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move items of light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. While on project sites, the employee is occasionally exposed to fumes or airborne particles and occasionally works near moving mechanical parts and/or machinery. The noise level in the work environment is usually moderate to loud.

May 2014