



JOB DESCRIPTION:

# CITY OF TRAVERSE CITY

## *Summer Engineering Aide*

### POSITION SUMMARY

Under the general supervision of a Professional Engineer, conducts general civil engineering related tasks, traffic and speed counting, surveying, field inspection, CAD drafting, and general office work.

### RELEVANT DETAILS

Temporary/Seasonal, Monday thru Friday (May work weekends as needed), 8:00 a.m. to 5:00 p.m. (May work other times as needed), May through September, 18 +/- Weeks, \$21 per hour.

### APPLICATION PROCESS

Please Submit a completed application to the City of Traverse City Human Resource Office, 400 Boardman Avenue, Traverse City, MI 49684 or via email to [jobs@traverscitymi.gov](mailto:jobs@traverscitymi.gov) Position will remain open until filled.

### 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 engineering department with field inspections.
6. Utilizes computer software including AutoCAD, GIS, and Bluebeam to generate plans and exhibits
7. Assists in office with basic technical administrative tasks.
8. Performs related work as needed.

### REQUIRED KNOWLEDGE, SKILLS, ABILITIES & MINIMUM QUALIFICATIONS

- Must be at least 18 years of age and possess and maintain a valid driver's license.
- Minimum of one year of college course work in Civil Engineering or related field.
- 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 DEMAND and WORK ENVIRONMENT

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.

**Traverse City is an Equal Opportunity Employer**