

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title:	Transportation Engineering Intern
Reports To:	Senior Transportation Engineer
Supervises:	None
FLSA Status:	Nonexempt
Pay Grade:	1

General Duties:

The Transportation Engineering Intern will assist engineers and planners with data collection and analysis related to traffic engineering and planning projects.

Specific Duties and Responsibilities:

- Working as part of Planning and Transportation Engineering team
- Working on a wide range of projects and task and assist with field research, data collection, data analysis, graphics, maps and data presentation, and report development
- Assisting with traffic related projects, such as data collection, analysis, and reporting.

Required Knowledge, Skills, Characteristics and Abilities:

- Enrollment in Bachelor's or advanced degree program in civil engineering or recent graduate with a bachelor or advance degree in civil engineering or other related field
- Basic understanding of traffic engineering concepts, either through academic coursework or work experience
- Excellent analytical skills
- Familiarity with GIS software
- Strong written/verbal communication skills
- Proficiency in organization and presentation of documentation
- A commitment to a minimum of 15-20 hours per week during typical weekdays from 8:00 a.m. to 4:30 p.m.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk approximately 90% of workweek.
- Experience with computers is essential.
- Ability to think analytically, apply general concepts to other applicable topics.
- Detail-oriented, self-motivated, highly organized, and strong ability to multi-task and meet deadlines.
- Experience with GIS programs, transportation engineering software and data sources is essential.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

Competencies:

- Problem Solving/Analysis
- Communication Proficiency
- Decision Making
- Ethical Conduct
- Time Management
- Advance level knowledge of spreadsheets, databases, and report generating

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- Frequent near-vision use for reading and computer work

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____