



TRAFFIC PLANNING AND DESIGN, INC.

WWW.TRAFFICPD.COM

Highway Design Specialist; Various Locations

Job Description:

TPD is seeking enthusiastic engineers of all experienced levels to join our team. Our ideal candidate has a strong work ethic, a desire to learn, the willingness to work cohesively within a team and the ability to work on multiple concurrent projects.

TPD offers a competitive salary and excellent benefits including an unmatched flex time policy, Paid Time Off and a Professional Development program developed to help our staff continue their education and training throughout their careers.

Duties and Responsibilities include, but are not limited to:

- Assisting in outside contact and communication pertaining to specific projects.
- Preparation of design computations, quantity estimates, and construction cost estimates for his/her projects within the team.
- Assisting in the analysis of field data, reports, maps, drawings, blueprints, tests, and aerial photographs to plan and design projects.
- Obtaining, analyzing, and interpreting demographic and other regional transportation planning data.
- Assisting in the preparation or modification of reports, specifications, plans, construction schedules, impact studies, permits, and designs for projects.
- Instructing CADD personnel / technicians to collect field data and reduce designs to working drawings and data to schematic diagrams.
- Reviewing construction site to monitor progress and other duties per the contract documents.
- Serving as on-site project representative.
- Use of computer assisted engineering and design software and equipment to prepare engineering, design, and planning documents.
- Responsible for job specific quality system tasks as defined in quality manual or handbook.
- Responsible for other general office duties as may be assigned.

As more experience is gained, the following duties may be added:

- Attend project and client meetings.
- Train and mentor other staff.

Experience and Skills

- Bachelor's Degree in Civil Engineering (required)
- Engineer in Training Certification
- Experience using CADD Software (Microstation or AutoCAD)
- Excellent oral and written communication skills
- Strong work ethic and ability to work on multiple projects and ability to meet multiple deadlines
- Knowledge of Microsoft Office Suite
- Valid Driver's License

Please apply online: <http://trafficpd.com/employment/Index.html>

*TPD is an Affirmative Action Employer and is committed to Equal Employment Opportunity. It is our policy to not discriminate against employees or employment applicants for any reason including, but not limited to: veteran status, uniformed service member status, race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, genetic information or any other protected class under federal, state, or local law.