



TRAFFIC PLANNING AND DESIGN, INC.

WWW.TRAFFICPD.COM

Transportation Planning 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, a desirable Paid Time Off Program and a Professional Development program provided 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 trip generation estimates, roadway volume development, parking estimates, and analyses for his/her projects within the team.
- Assisting in the analysis of field data, reports, maps, drawings, blueprints, tests, and aerial photographs to plan projects.
- Obtaining, analyzing, and interpreting demographic and other regional transportation planning data.
- Assisting in the preparation or modification of planning documents, including transportation impact studies, traffic operational analyses, for projects.
- Assisting in the collection of field data.
- Serving as on-site project representative.
- Use of planning 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:

- Attends project and client meetings – days and/or nights.
- Acts as trainer and mentor to other staff.

Qualifications

- Bachelor's Degree in Civil Engineering (required)
- Engineer in Training Certification
- 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.