

JOB DESCRIPTION

DEPARTMENT:	Engineering
TITLE:	Engineering/Planning Technician
HOURS:	Generally, 9:00 AM – 5:00 PM M-F, but hours may vary due to special projects and some evening meetings. Some overnight travel may be required.
STATUS:	Permanent Full Time
SALARY:	Dependent on Skills and Experience

DUTIES:

- Assists in the preparation of traffic impact studies, transportation assessments, parking studies, bicycle and pedestrian plans, wayfinding master plans, parking studies, pavement condition studies, and other transportation related studies.
- Conducts traffic safety studies including school operations, pedestrian/traffic interaction, crash analysis, and intersection assessments.
- Field data collection including traffic volumes, transportation system characteristics, human behavior elements, vehicle delay measurements, queuing analysis, bicycle and pedestrian facilities.
- Evaluates and analyzes roadway conditions including signing, pavement markings, sidewalk conditions, pavement conditions and traffic signal operations.
- Review and interpretation of technical manuals including: MUTCD, AASHTO, Highway Capacity Manual, NCDOT Standard Drawings, NCDOT Standard Specifications, NCDOT TIA Manual, and ITE Trip Generation.
- Preparation of traffic signal designs, pavement marking plans, signing plans, and traffic management plans.
- Conducts client relationship management of potential and past clients.

DESIRED SKILLS, CERTIFICATIONS and TRAINING:

- Prefer BS in Civil Engineering, Associate degree in Civil Engineering Technology, Transportation Planning, or related degree with experience in transportation engineering or planning.
- Prefer familiarity with transportation government operations at the state and local level.
- Prefer familiarity with Synchro, CAD, MicroStation, AASIDRA, Trip Generation, word processing, database applications, spreadsheets, In Design, Microsoft Publisher, Adobe, and presentation applications.
- Applicant must understand cardinal directions, road networks, and maps.
- Excellent communication and writing skills.
- Ability to work in a team environment, planning, organizing and prioritizing.
- Must have a level of intuition that allows attention to details and accuracy while keeping the big-picture goals in mind.

NON-COMPETE and CONFIDENTIALITY:

Employee is expected to present themselves as an employee and representative of JMTE. They are not to engage in any paid activity that is in direct conflict or competition of the offerings of JMTE.

During employment by JMTE, Employee shall not directly or indirectly, either for Employee's own account or as a partner, officer, employee, agent or otherwise, be employed by, connected with, participate in, consult or otherwise associate with any other business, enterprise or venture that is the same as, similar to or competitive with JMTE.

During employment, and thereafter for three years, Employee shall not disclose to anyone any confidential information pertaining to JMTE. For the purposes of this Agreement, "confidential information" shall include any of JMTE's confidential, proprietary or trade secret information that is disclosed to Employee or Employee otherwise learns in the course of employment such as, but not limited to, business plans, customer lists, financial statements, software diagrams, flow charts and product plans.

BENEFITS:

Annual Sick and Vacation Leave
8 Paid Holidays per Year
Time off for School Activities & Community Service
Independent Retirement Account (IRA) with employer match
Continuing Education & Tuition Reimbursement Opportunities
Professional Membership Support
Business Casual Work Environment
Company Sponsored Social Events
Various Training through the JMTE Academy

WORK LOCATION:

Typical project areas include central and western North Carolina, Georgia, South Carolina, and eastern Tennessee. Work will be divided between an office and field environment, both indoors and outdoors. There will be some opportunity for remote work time either from the employee's home or other locations.

PHYSICAL REQUIREMENTS:

Employee must be able to occasionally drive and / or travel long distances in excess of 200 miles. The employee may occasionally be required to traverse over uneven surfaces including unpaved areas, greenways, trails, and project sites. Employee will be required to manage a work station for long periods of time either through sitting or standing and will be required to have sufficient vision and dexterity to operate a computer keyboard and monitor efficiently.