Job Title: Traffic Intern
Department: Transportation
FLSA Status: Non-Exempt
Date Prepared: March 5, 2020

POSITION SUMMARY

Traffic Intern is responsible for gathering field data, maintaining databases, and analyzing traffic patterns in the Montachusett Region. Works under the supervision of the Transportation Director. Part-time, temporary 6-month position to be filled immediately; 25-30 hours per week; Involves physical activity, heavy lifting and field work in addition to some office work. Salary $13.50/hour. Position open until filled. Send cover letter and resume to mrpc@mrpc.org or MRPC, 464 Abbott Ave., Leominster, MA 01453. MRPC is an AA/EEO.

Grade 10

PRINCIPAL DUTIES AND ESSENTIAL FUNCTIONS

(The duties listed below are intended as illustrations of various types of work that may be performed. Omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).

- Performs routine traffic counts.
- Sets up and places automatic traffic counters in the field at various locations throughout the region.
- Downloads and collects field data developed by automatic traffic counters and compiles raw data into usable tables and diagrams.
- Performs traffic and parking surveys.
- Manually counts vehicular and pedestrian traffic at assigned locations.
- Conducts traffic, roadway, and intersections analysis.
- Conducts data collection regarding census information through in house sources as well as via the Internet and local sources.
- Performs various administrative duties as assigned.
- Performs similar or related work as required.

SUPERVISORY RESPONSIBILITY

None

QUALIFICATIONS/SKILLS

Traffic Intern
Montachusett Regional Planning Commission
Associate's degree or equivalent college or technical training in related field helpful but not required; some related work experience or any equivalent combination of education and experience also helpful but not required.

- Ability to work independently.
- Proficient computer skills.
- Knowledge of computer operations and applications for department operations.
- Ability to maintain detailed records.
- Ability to deal effectively and tactfully with the outside organizations and the public.
- Analytical skills

**REQUIREMENTS**

- Current Driver’s License and registered motor vehicle available for regular use.

**WORK ENVIRONMENT**

Work in the field required under various weather conditions. Work is also performed under typical office conditions. Noise level is moderate. Essential functions are performed without exposure to adverse environmental conditions. Contact with municipal officials, staff, developers, engineers, consultants, the general public and staff from federal and state agencies a possibility.

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical activity required to carry, place, and move traffic counters weighing five to ten pounds each as well as the setup and breakdown of road counting equipment. Minimal physical effort generally required for work performed in the office. Position requires the ability to operate a keyboard and standard office equipment. Must operate an automobile to perform region-wide travel to transact MRPC business and travel to night meetings as needed.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Montachusett Regional Planning Commission is an equal opportunity employer.**