



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



MARK A. BUNBURY JR.
DIRECTOR

Job Opening: **Assistant Traffic Engineer**

Department: Administration

Division: Engineering, Traffic and Transportation

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday – 37.5 hrs/week

Salary: Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance and more.

The City of Jersey City is seeking an Assistant Traffic Engineer to bring expertise to the Division of Engineering, Traffic and Transportation's team of engineering and planning professionals responsible for ensuring the safe and efficient travel of the public in a rapidly growing, highly urbanized environment.

Job Duties:

- Studies traffic problems and makes recommendations to improve traffic flow
- Performs work involved in collection, recording, and analysis of data related to traffic crashes, investigation of their causes, and preventative measures
- Assists in determining the need for and use of traffic regulations and traffic control devices
- Manages grant programs (including, but not limited to writing grant applications, developing and managing budgets, and performing other administrative tasks)
- Assists in the training and supervision of field and office staff
- Creates documents, summaries, reports and other presentation materials

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Education:

Graduation from an accredited college or university with a Bachelor's degree in Civil or Traffic Engineering.

NOTE: Possession of Professional Engineer's License issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the above education requirement.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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Required Experience:

Three (3) years of professional engineering experience in traffic engineering work, one (1) year of which shall have been in a supervisory capacity.

NOTE: Possession of a Master's degree in Traffic Engineering from an accredited college or university may be substituted for one (1) year of nonsupervisory experience.

Required License:

Appointees will be required to possess a driver's license valid in New Jersey.

Essential Skills:

- Excellent organizational skills, attention to detail, time management, and ability to multitask
- Ability to collaborate with and manage multiple consultants, stakeholders, and partners
- Proficient in preparing correspondences
- Ability to read and interpret plans, maps, and specifications
- Ability to prepare traffic signing and pavement marking design plans
- Oversee and perform traffic data collection
- Strong proficiency in traffic analysis and modeling using software such as Synchro or Vissim
- Strong proficiency in Computer Aided Design (CAD) (i.e. AutoCAD, MicroStation)
- Strong proficiency in Microsoft Office

Preferred Education/Skills/Qualifications:

- EIT/FE certification
- Knowledge of and experience with applying concepts from the Manual on Uniform Traffic Control Devices, AASHTO Green Book, and NACTO design guides
- Intermediate proficiency in ArcGIS

This is a Civil Service Job and you must eventually pass and qualify for the applicable Civil Service title (please see job description here: <https://info.csc.state.nj.us/jobspec/00795.htm>.)

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

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