

## City of Newton: Transportation Intern for the Department of Public Works (DPW)

### Description of Agency/Organization



The City of Newton's Transportation Division, a part of the DPW, is responsible for maintaining and improving municipal traffic & transportation infrastructure. The Transportation Division embraces a diverse array of multi-modal transportation choices – walking, biking, driving, and transit. The Transportation Division seeks an enthusiastic intern to participate in transportation projects, focusing on infrastructure design, research, field work and data analysis. This position will have an equal mix of both office and field work.

### Description of Intern Position

- Intern will be assigned to specific projects based on interest, relevant experience and department need. Responsibilities will include:
- Assists with a variety of traffic engineering related tasks and other transportation engineering functions
- Assists with long-term planning of Complete Streets projects and policies, with a focus on pedestrian and bicycle planning and design
- Collaborate with staff in the development of graphics and/or computer-aided design (AutoCAD) plans for the installation of pavement markings, and in the development of conceptual plans for traffic calming improvements
- Analyzes city-wide crash data and develops safety countermeasures for prioritized locations, from concept design to construction
- Performs field work and traffic sign, signal and pavement marking inspections to ensure compliance with all applicable municipal standards and regulations
- Conducts seasonal city-wide condition surveys of pavement markings, traffic signals, traffic signs, street lighting and other transportation-related infrastructure
- Creates and edits pavement marking layers within the City's Geographic Information System (GIS), while ensuring accuracy and documenting maintenance needs
- Assists with parking demand analysis and the management of parking-related infrastructure (signage, lots, automated kiosks, etc.)
- Reviews new and existing traffic and parking regulations and conducts field verification
- Participates in internal discussions and public meetings with department staff, city officials, citizen advisory groups, and consultants
- Performs related duties such as writing memoranda and general reports; collecting and correlating engineering data; and operating technical equipment
- Performs other similar or related duties as assigned/required

### Required Skills/Experience

- Good organizational, interpersonal, verbal and writing skills
- Proficient self-leadership with attention to detail, multi-tasking, and prioritization of responsibilities in a dynamic work environment
- Ability to work independently under minimal supervision, as well as part of a team to meet municipal objectives
- Experience in Microsoft Suite software: Word, Excel, PowerPoint
- Willingness to conduct field work