



Traffic Engineering Assistant

SUMMARY

Assists the City Traffic Engineer with creating and maintaining a safe, effective, and efficient traffic environment for the residents, road users, and multi-modal travelers of Kenmore. The position consists primarily of traffic engineering related duties in the support of traffic engineering, though other engineering duties may be assigned as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All duties will be performed under the supervision and guidance of the City Traffic Engineer or other appropriate staff. Duties may include but are not limited to:

- Collect traffic data, including deployment and retrieval of data collection devices, and manual data collection either through field observation or video observation.
- Conduct engineering studies, such as speed studies, sight distance studies, crash risk analysis, and other applications of traffic data analysis. Also includes drafting reports related to study conditions, methods, conclusions, and recommendations.
- Manage GIS data, including generation of GIS assets from collected data or other sources, maintenance of existing GIS assets, and map presentation of GIS data.
- Investigate, analyze, and respond to traffic-related inquiries and service requests from Kenmore residents, road users, partner agencies, and others. Inquiries and service requests may be related to a veritably cornucopia of fascinating applications of traffic engineering principles, and include such gems as parking restrictions, intersection geometry, neighborhood traffic calming, and signal operation.

QUALIFICATIONS

Minimum Required Qualifications:

- Enrolled in an undergraduate or graduate program with major in Civil Engineering, Planning, Construction Management, or similar field
- Available to work 8-20 hours per week (flexibility for studies and testing will be accommodated)
- Able to stand, walk and/or sit for long periods of time
- Able to bend, and able to lift objects up to 50 lbs
- Able to work in the office and in the field under normal weather conditions
- Able to operate conventional motor vehicles
- Must possess a valid Washington state driver's license and have a 3-year driving record acceptable by the City (A driving history check will be conducted as a condition of employment.)

Preferred Qualifications and Skills:

- Education in traffic or transportation engineering.
- Excellent written and oral communication skills
- Attention to detail, especially in public-facing correspondence
- Proficiency with Microsoft Office Suite, including Word and Excel
- Experience with ArcGIS software
- Experience with AutoDesk AutoCAD software
- Ability to conduct independent research
- Eagerness to develop new skills
- Enthusiasm for traffic and transportation engineering

ADDITIONAL INFORMATION

- Work Environment – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, weather conditions, and proximity to moving equipment.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. however this position may require an earlier work hour schedule depending on construction activity. Flexible scheduling will be allowed to accommodate schooling.
- This position may be eligible for partial telecommuting.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for sick leave

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Engineering

FLSA: Non-Exempt

City of Kenmore

Revised: 04/2025