



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
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JOANNE ROSA
DIRECTOR

Job Opening:
Assistant Traffic Engineer

Department: Infrastructure

Division: Traffic Engineering

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union 246

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

Work Week: Monday-Friday-37.5 hours/week

Salary: \$60,000 to \$75,000, based on the 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 ("The City") is a rapidly growing, highly urbanized environment and a leader in New Jersey in complete streets policy and design. Jersey City was the first city in New Jersey to adopt the Vision Zero initiative and received the 2019 New Jersey Complete Streets Excellence Award. This is an unparalleled opportunity to play a key role in the implementation of progressive transportation policy and projects.

The City of Jersey City is seeking an entry-level Traffic Engineer to join the Division of Traffic Engineering's team of engineering and planning professionals responsible for ensuring the safe and efficient travel of the public.

Job Duties:

- Studies traffic problems and makes recommendations to improve traffic flow
- Assist in determining the need for a use of traffic regulations and traffic control devices
- Assist in preparation and review of plans and drawings
- Assists in designs of intersections, roadways, and traffic signals
- Performs work involved in collection, recording, and analysis of data related to traffic crashes, investigation of their causes, and preventative measures
- 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 Engineering.

Required Experience: Zero (0) to three (3) years of experience in traffic engineering work

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.

Required License: Engineering-in-training (EIT) certificate

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

Essential Skills/Qualifications:

- Knowledge of principles of civil engineering
- Knowledge of procedures used to plan a design civil engineering project
- Excellent organizational skills, attention to detail, and time management
- Ability to collaborate with and manage multiple consultants, stakeholders, and partners
- Proficient in preparing correspondences
- Ability to read and interpret plans, maps, and specifications
- Oversee and preform traffic data collection
- Proficiency in traffic analysis and modeling using software such as HCS, Synchro, or Vissim
- Proficiency in Computer Aided Design (CAD) (i.e., AutoCAD, MicroStation)
- Strong proficiency in Microsoft Office

Preferred Education/skills/Qualifications:

- Relevant internship experience
- Knowledge of Manual on Uniform Traffic Control Devices, AASHTO Greenbook, and NACTO design guides

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

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

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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