



**EMPLOYMENT OPPORTUNITY**  
City of Pleasanton  
Invites Applications for the Position of:

**Traffic Intern**

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**SALARY:** \$11.65 - \$14.17

**OPENING DATE:** March 4, 2014

**CLOSING DATE:** March 26, 2014

**THE COMMUNITY:**

One of Northern California's premier residential and business communities, Pleasanton is well regarded as an attractive and friendly city with a strong heritage, active and involved residents, a wide variety of services, well planned areas, a historic downtown and well-cared for homes in family oriented neighborhoods.

**OUR VISION FOR THE ORGANIZATION**

We believe in an organization that:

- Provides excellent customer service at all levels.
- Has a management team that leads by example, where strength of character, dedication, problem-solving and integrity count.
- Endorses continuous learning to assure employees have the skills to provide effective services and the training and education to prepare for career advancement opportunities.
- Fosters open and honest communication among all employees, across all departments and with the public.
- Is driven by clear objectives where strong performance is rewarded.
- Operates as one cohesive organization, not isolated departments, fostering collaborative interdepartmental partnerships with all employees for organizational and community problem-solving.
- Values all members of the organization and the community.

**THE DEPARTMENT**

The Traffic Engineering Division of the Community Development Department is responsible for the planning and operating the roadways, sidewalks, and bikeways in the City to provide for the safe and efficient movement of people, goods and services within Pleasanton. The most common requests to Traffic Division staff involve review of safety, speed, traffic signals, signs and markings, school and neighborhood traffic conditions.

## **THE POSITION**

Under the direction of the City Traffic Engineer and other Traffic Division staff members, the Traffic Intern will perform various duties in support of projects and assignments in the Traffic Engineering Division.

### **Typical Duties Include:**

- Collect traffic data throughout the City using specialized equipment. Drive City vehicles including a mid-size van.
- Organize traffic data into spreadsheets and charts using Microsoft Excel and various graphics programs.
- Take measurements and photographs, record field observations on roadways, traffic signals, sidewalks, and bikeways throughout the City.
- Perform routine maintenance of computerized collision records program.
- Work with Geographic Information Systems program to update City maps related to traffic.
- Assist with the preparation of project plans and estimates, work requests for installation of signs, and other traffic control devices.

## **THE IDEAL CANDIDATE**

### **The Ideal Candidate will:**

- Be enrolled in an undergraduate program in civil or transportation engineering or related field.
- Have a graduation date of June 2015 or later, and be able to work during the school year.
- Be proficient in Microsoft Office computer applications.
- Possess a valid California Class C driver's license.
- Possess some knowledge or will be taking coursework in the principles and practice of traffic engineering is desirable.
- Possess strong oral and written communication skills.

## **THE SELECTION PROCESS**

Applications will be reviewed as they are received. The most qualified applicants will be invited for an interview. Applicants selected for the positions will be required to undergo and successfully pass fingerprint checks by the City prior to starting employment.

**If you are interested in this position**, please complete the City Application available at <http://www.ci.pleasanton.ca.us/services/employment/>

The qualifications of each applicant, as set forth in the employment application will be reviewed. The most qualified candidates will be invited to participate in an oral examination process, which may include certain practical and written exercises intended to assess the candidate's ability to perform certain duties of the position.

**Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require special accommodations, please contact Human Resources.**

*All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, natural origin, or age. Reasonable accommodations will be made for disabled applicants. Please advise the Human Resources Office, in advance, of any special needs.*