

Mackin Engineers & Consultants Job Description

Job Title: Staff Engineer – Traffic Engineering

Employer Information

Organization Name: Mackin Engineers & Consultants

Website: www.mackinengineering.com

About Our Organization:

Join a team where your voice is heard, your opinions matter, and your ideas are valued. Founded in 1960, Mackin is a multi-disciplinary engineering and consulting firm. Our clients include both public and private sector clients throughout Pennsylvania, and in parts of Ohio, Maryland, and West Virginia. Our diverse team of professionals work closely with clients to realize and achieve their vision and objectives. We are passionate about our core values of Integrity, Quality, and Excellence, and we are committed to providing our clients with innovative solutions that address their needs and surpass their expectations.

Department: Traffic Engineering

Reports To: Manager – Traffic Engineering

Job Location: Pittsburgh, PA

Hours/Week: 40 (Full-time)

Salary Range: \$60,000 - \$84,000 USD/Year

Company Benefits

- Roth & Traditional 401(k)
 - All fees paid for by Mackin
- Immediate Vesting of Funds
- Company Paid Basic Life Insurance
- 8 Company Paid Holidays
- Company Match of 50% of 1st 5%, then 25% of next 10%
 - An equivalent 5% match when you contribute 15%
- Medical, Dental, & Vision Insurances
- Paid Time Off (i.e., Vacation & Sick Leave)
- Educational Assistance, Disability Insurances, and more

FLSA Status: Level 4 Exempt Professional (Salary)

Prepared By: Director – Human Resources & Administration

Prepared/Revised: June 12, 2021

Approved By: Vice President – Strategic Planning

Approved Date: June 12, 2021

Position Summary

This position is responsible for providing traffic engineering services and support for projects by performing the following duties, either personally or through subordinates.

Essential Duties & Responsibilities

Essential Duties

- Provide traffic engineering support in response to department needs, including but not limited to, traffic signal design, roadway lighting design, signing and pavement marking plans, development of permanent and temporary traffic control plans, traffic operations and capacity analysis, traffic impact studies, traffic forecasting and modelling, safety studies, transportation planning studies, and highway occupancy permits
- Develop reports, calculations, and drawings for projects
- Utilize various design software/tools for traffic analysis for a variety of conditions
- Demonstrate understanding and knowledge of industry codes, standards, and computer-assisted engineering and design software and equipment to prepare engineering and design documents
- Train and mentor less experienced engineers and designers
- Conduct field views to determine location of utilities, measure percent of grades, observe speed limits, and other critical design factors
- Assist with statements of interest, technical proposals, and price proposals as needed
- Conduct ATR and manual traffic counts in the field
- Ability to work with advanced analysis and systems
- Adhere to project schedules and budgets and keep PMs aware of issues
- Ability/knowledge to check the work of other designers and senior engineers; oversight of less experienced team members (where applicable)
- Ability to accept assignments of increased complexity
- Communicate effectively at a high level with engineers and non-engineers
- Ability to express both technical and non-technical issues and ideas clearly
- Demonstrate time management and staying on budget
- Coordinate and complete field inspections, as needed
- Maintain billability percentage set by supervisor/leadership
- Supports internal departments with traffic engineering services required to execute projects

Non-Essential Duties

- Participate in professional engineering society conferences
- Contribute and serve on an engineering committee and/or subcommittee
- Participate in research and development opportunities and projects
- Advise management of new developments which may affect profit, schedule, costs, client relations, and/or inter-departmental relations
- Contribute to the overall success of Mackin by supporting internal departments, providing exemplary service to clients, and striving to meet on-going initiatives to grow and develop the company
- Duties, responsibilities, and activities may change or be assigned at any time with or without notice

Supervisory Responsibilities

Supervisory Responsibilities: N/A

System or Specialized Knowledge

To perform this job successfully, an individual MIGHT have knowledge of:

- AutoCAD/MicroStation (preferred, not required)
- SimTraffic
- Highway Capacity Software (HCS)
- Manual on Uniform Traffic Control Devices (MUTCD)
- PennDOT Design Manuals and Publications
- Deltek Ajera
- Microsoft Office – Word, Excel, Outlook, and Teams
- Computers, Printers, and Electronics

Education and/or Experience

Preferred Qualifications

Years of Experience:

Minimum of 5+ years experience in the engineering field or equivalent combination of education and experience

Education:

BA or BS Degree required

Degree or Formal Training:

Civil Engineering or a related discipline

License, Certificate or Registration:

PE in Pennsylvania or the ability to get one is required (Ohio, Maryland, and West Virginia are a plus); PTOE, PTP and PMP certifications are not required but are a plus

Work Demands/Conditions

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, crawl, taste, and/or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Working Conditions

This position normally works first shift, however, may frequently require the ability and availability to work extra hours in the evenings associated with the demands of our business. Some travel may be required.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is

usually moderate. While performing this job the employee is most commonly in a combined field and office environment setting.

Field Environment

When the employee is located within a field environment setting, adherence to Mackin safety standards and/or agency safety standards is required.

Work Activities

- Interact with computers
- Make decisions and solve problems
- Update and use relevant knowledge
- Communicate with supervisors, peers, subordinates, and/or with individuals outside of Mackin employees
- Get and process information
- Organize, plan, and prioritize work
- Develop objectives and strategies
- Think creatively

Skills

Basic Skills

- **Critical Thinking, Speaking, Active Listening, Reading Comprehension, Active Learning**

Social/Problem Solving Skills

- **Coordination, Persuasion, Social Perceptiveness, Problem Solving**

Technical/System Skills

- **Trouble shooting, Resource Management, Judgment and Decision Making**

Desktop Computer Skills

- **Databases, Internet, Navigation, Spreadsheets, Word Processing, Research**

Equal Opportunity Employer

Mackin is committed to increasing diversity in our community and actively pursues individuals from all backgrounds. Additionally, Mackin complies with all applicable federal, state, and local laws. Valuing the contributions of a diverse workforce, Mackin is an Equal Opportunity Employer and does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, protected veteran status, gender identity, or any other characteristic protected by law.

Team Member's Signature: _____ Date: _____

Manager's Signature: _____ Date: _____

HR's Signature: _____ Date: _____