

**Student Engineer Assistant**  
**Traffic Operations TMC Branches (Transportation Management Center)**  
**Caltrans District 12**



<b>Job/Student Classification</b>	Engineer Student Assistant (Irvine, CA)
<b>Job Code</b>	CT50118E
<b>Posting Type</b>	Student/non-benefitted (NSTU)
<b>Posting Number</b>	PE398F18
<b>Job Description Summary</b>	Traffic Operations Branches of Caltrans District 12 are looking for 6-8 Engineering Student Assistants to join their teams to do a variety of engineering and support tasks. The student will be under the direct supervision of a Senior Transportation Engineer aiding in a variety of tasks and learning while on the job
<b>Conditions of Employment</b>	This is a part-time, temporary, at will, non-benefitted, student position. Employment in all positions with University Enterprises, Inc. (UEI) is dependent upon the mutual consent of UEI and the employee. This means that either UEI or the employee can, at any time, terminate the employment relationship at will, with or without cause. Depending on the type of position, a pre-employment background check consisting of one or more of the following may be conducted: employment history, professional references, criminal background check, education verification (i.e., degree, license, or official transcript) a physical exam and drug urinalysis test. Applicants will be required to pass required pre-employment checks to the satisfaction of UEI and the hiring Agency or Department.
<b>Work Schedule</b>	For Operations TMC Branches - Monday – Friday, 8 AM – 5 PM, flexible, depending on students' schedule. For Operations TMC Floor – 24/7 facility, students will have opportunity to work on weekends, after hours and/or during holidays. Final schedule to be determined and mutually agreed upon by both student and supervisor
<b>Additional Work Schedule</b>	Student Assistant and Graduate Assistant employees generally work up to 20 hours per work week (Sunday – Saturday) during the academic year and up to 40 hours per work week during breaks; Winter, Spring & Summer. Student Assistants are not permitted to telecommute or work remotely.
<b>Area</b>	Southern California
<b>Worksite City</b>	City of Irvine
<b>Pay Range</b>	\$12.56 to \$19.36 per hour, depending on completed units and work experience.

**Duties and Responsibilities**

The specific job assignment is for the D12 Traffic Operations Transportation Management Center (TMC) Branches. Under the direct supervision of the Senior Transportation Engineer for each branch, the student will assist the unit and its staff with a variety of engineering and support tasks.

Assist engineering staff in managing the District's Traffic Systems Management Program which is designed to efficiently manage existing infrastructure, mobilized assets, and field personnel such as Freeway Service Patrol, maintenance crews, and Traffic Management Teams. Traffic System Development Branch is responsible for development, maintenance and support of the System within the TMC in the District. Assist engineering staff in monitoring analyzing and operating of a centrally controlled ramp metering system. Assist with preliminary engineering plans preparation for facility conversion and upgrades, and engineering studies. Assist engineering staff in monitoring analyzing and traffic conditions using graphic display, Automated Transportation Management System (ATMS), Computer-Aided Dispatch (CAD), cameras, California Highway Patrol Scanner, AM radio, and two-way radio. Students record TMC events on a daily activity log during shift. Assist engineering staff in tracing the "Response Time" of the Traffic Management Team as well as any TMC operation by responding to motorists through Changeable Message Sign (CMS), media, Caltrans Highway Information Network (CHIN) and Highway Advisory Radio (HAR). Assist engineering staff in activating the CMS with appropriate messages related to existing traffic conditions and assessing status of activities.

Assist with analysis to determine signing and striping types and placement in accordance to various engineering manuals and guidelines. Assist in reviewing various geometric feature, safety devices and other elements of the State Highway System. Collect and analyze traffic operation data from various computer programs including PeMS (Performance Measurement System) and assist in preparing Annual HOV Reports and HOV Degradation Reports. Assist in processing and review of engineering plans. Assist in handling various functions of our electrical systems branch, Intelligent Transportation System (ITS) network switches inventory verification, ITS cut-sheet record keeping, assistance on Integrated Corridor Management (ICM) system.

Perform various types of admin support tasks, prepare reports and some filing. Assist staff in the TMC Branches to learn completed staff work, report writing, and data compilation in the following functions: Response to Public Information inquiries, Hazardous Materials Program, Records Management, Accident Damage to State Property Reports.

<b>Majors/Fields of Study</b>	Civil Engineering, Computer Science and Engineering, Mechanical Engineering, Electrical Engineering, Electronics and Communication Engineering,
<b>Minimum Qualifications</b>	Must be able to reason logically and apply reasoning skills to the learning process. Must have at least a 2.0 cumulative GPA. Official transcripts of all prior college coursework must be provided prior to employment. Only the most qualified applicants will be interviewed.
<b>Prerequisites</b>	Must be a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at one of the accredited colleges or universities on our affiliation list. To view our current affiliation list please paste the following URL into your browser: <a href="http://www.calinterns.org/wp-content/uploads/Affiliation_List.pdf">http://www.calinterns.org/wp-content/uploads/Affiliation_List.pdf</a>  Students must be enrolled at a minimum in; six semester units or nine quarter units for undergraduate students; four semester units or six quarter units for graduate students.  Students declared major must match the major(s) listed in the job posting.
<b>Physical Requirements</b>	Sit for extended periods; frequently stand and walk; manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer workstations, telephones, calculators, copiers, printers, scanners, and fax machines, with or without a reasonable accommodation.
<b>Working Conditions</b>	Work is performed in an office environment.
<b>Closing Date</b>	Until filled
<b>To apply, please click on this quick link</b>	<a href="https://ueijobs.peopleadmin.com/postings/12216">https://ueijobs.peopleadmin.com/postings/12216</a>
<b>For more information, please contact</b>	Teresa Rodriguez, District 12 Student Program Coordinator email <a href="mailto:teresa.rodriguez@dot.ca.gov">teresa.rodriguez@dot.ca.gov</a>

For more information on D12 Student Assistant Program, please email [D12StudentProgram@dot.ca.gov](mailto:D12StudentProgram@dot.ca.gov)