



NAUGATUCK VALLEY
COUNCIL of GOVERNMENTS

Transportation Data Intern

Summer 2022

Serving 19 towns in western Connecticut, the Naugatuck Valley Council of Governments (NVCOG) is an innovative regional body focused on improving the quality of life for our nearly 450,000 residents. We are seeking a summer intern passionate about transportation who will get to work with our transportation planning department to both gain real world experience and provide a fresh perspective on ways to improve our region.

WHAT YOU'LL GAIN

During this 8+ week experience you will work with members of our transportation and environmental planning departments to:

- Gather pedestrian and cyclist user data from our town centers, parks, and other key points within our communities.
- Gather usage data on the regions multi-use trails in conjunction with the CT Trail Census.
- Install, retrieve, and collect data from automated traffic counters.
- Assist in the distribution, collection, and analysis of surveys and questionnaires.



WHAT YOU BRING

This internship is open to rising high school seniors and undergraduate students of any level. Study in data analysis, transportation planning, public policy, or a similar field is preferred.

The successful candidate will have:

- Experience with the Microsoft Office Suite
- Data analysis and interpretation skills
- A willingness to learn and apply best practices and technical skills
- Conformity with safety procedures and policies
- An ability to communicate technical information through written and verbal communication
- Prior work experience will be considered but is not required for this position.

Licenses and Certifications

None required

Physical Demands and Working Environment

This position will mostly entail field work, with some time spent in the NVCOG offices in Waterbury, Connecticut (ADA compliant). The ability to travel either via car or public transit to data collection sites is required, as is the ability to use standard office equipment including a computer. The ability to lift and carry 20 pounds may also be required.

Compensation and Benefits

The NVCOG has authorized a range of \$12-15 per hour for this internship, commensurate with past work and education experience. This position is part time, 10 hours per week, for a period of 8+ weeks. Start and end dates, as well as working hours, are flexible.

TO APPLY: Please submit a cover letter and resume to Rich Donovan, Transportation Planner, at: jobs@nvcogct.org. The NVCOG is an equal opportunity employer.

Applications will be kept in confidence until interviews are completed. Reference and additional supporting documents may be requested from the applicant if the NVCOG decides to advance their application.

Applications will be considered on a rolling basis and positions will remain open until filled.





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WHAT YOU'LL GAIN

During this 8 to 10 week experience you'll gain hands-on experience with all aspects of transportation planning at the Metropolitan Planning Organization (MPO) and Council of Governments (COG) level.

Working directly with planners and engineers in the transportation planning department, you will:

- Assist in development of a regional active transportation plan. Experiences associated will include data collection, analysis of traffic data, review of survey results and resident comments, and strategy development for improving cycling, walking/rolling, and transit facilities.
- Exposure to work on a long-range transportation plan, plus the transportation improvement program (TIP), project management, and other state and federal programs and reports.
- Work with members of the public and municipal staff, providing both technical expertise and facilitating project development.



WHAT YOU BRING

This internship is open to undergraduate students with 2 full years of studies completed, currently enrolled graduate students, or recent graduates. The ideal candidate will have studied in a program focused on transportation planning, urban planning, engineering, public policy, or a similar field.

The successful candidate will have:

- Experience with the Microsoft Office Suite
- Strong technical and professional writing skills
- Ability to organize a small team for data collection efforts
- A willingness to learn and apply best practices and technical skills
- Prior related work experience will be considered but is not required for this position.

Licenses and Certifications

None required

Physical Demands and Working Environment

Must possess mobility to work in a standard office setting (ADA compliant) and use standard office equipment, including a computer; ability to communicate in person, before groups, and over the phone (accommodations available); and strength to lift and carry up to thirty pounds.

Work will be mostly in the NVCOG office in Waterbury, Connecticut, with some field work and availability for some remote work. This is not a full remote position.

May be required to attend evening and weekend meetings.

Compensation and Benefits

The NVCOG has authorized a range of \$15-\$20 per hour for this internship, commensurate with past work and education experience. This position is full time, 35 hours per week, for a period of 8 to 10 weeks depending on candidate availability. NVCOG standard working hours are from 8:30 AM to 4:30 PM. Start and end dates are flexible.

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Transportation Planner I

Under general direction and supervision, conducts planning for highways, roadways, transit systems, non-motorized transportation facilities, and public works related programs, and performs a wide range of statistical and spatial analysis (GIS mapping) and transportation demand modeling.

SUPERVISION RECEIVED

Works under the general supervision of the Senior Transportation Planner or Director of Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address agency needs and changing agency practices.

- Serves as a Transportation Planner for the Central Naugatuck Valley Metropolitan Planning Organization (MPO).
- Performs corridor studies and roadway and intersection operating and safety assessments.
- Tracks federal funding programs and helps maintain and develop the short-range transportation improvement program (TIP).
- Assists and works on preparing the long-range Metropolitan Transportation Plan (MTP), 20-year vision for transit, transportation, and freight movement and their impact on land use, the environment and demographics.
- Assists in selecting projects, developing concepts and scopes, scheduling, cost control, and contract administration.
- Works on various transit planning activities, including long- and short-range transit plans, Transit Oriented Development plans, and elderly and disabled transportation grant programs.
- Works on active transportation planning activities, including long- and short-range bicycle and pedestrian plans and complete streets programs.
- Coordinates and serves as the liaison on transportation, transit, bicycle and pedestrian issues, plans and programs between the communities of NVCOG and CTDOT and federal agencies.

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- Works on the NVCOG’s Highway Performance Monitoring program, including conducting manual traffic counts, installation of traffic counting equipment, conducting travel time studies, conducting research, and developing and maintaining transportation and traffic databases, and links transportation data with Geographic Information Systems.
- Assists with the design, development, loading and maintenance of spatial databases to enable statistical analysis, geographic analysis and mapping using GIS software, and assists with graphic maps and data for multiple corridor studies for analysis and meeting preparations.
- Consults with town engineers and public works directors and provides municipalities with technical assistance on federal and state transportation planning issues.
- Assists with graphic maps and data for multiple corridor studies for analysis and meeting preparation.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide seamless customer service.



KNOWLEDGE AND ABILITIES

Knowledge of:

- Federal funding programs and CTDOT policies and procedures.
- Principles and practices of transportation planning and traffic engineering, applications, including procedures for project development, implementation and management.
- Principles and practices of transportation demand modeling and forecasting
- GIS activities and analysis related to transportation or transit planning, including data base design and management, programming/customizing, maintenance, mapping and networking.
- Local and regional transportation planning, review, and approval processes.
- MS Office suite of applications, including Word, Excel, PowerPoint and Access.

Ability to:

- Convey technical concepts to persons with limited technical knowledge.
- Analyze and interpret data to reach logical conclusions.
- Manage multiple and rapidly changing priorities.
- Maintain effectiveness under pressure of variable time constraints and deadlines.
- Effectively and coherently communicate technical information verbally to peers, committee members and other interested parties.
- Prepare clear, concise, and comprehensive documents, reports, correspondence and other written materials.
- Establish and maintain effective working relationships with consultants, developers, property owners, elected officials, community representatives, co-workers, federal and state agencies, and others encountered in the course of the work.

EDUCATION AND EXPERIENCE

Master's degree from an accredited college or university with a major in transportation planning, urban planning, engineering, or a closely related field, and a minimum of one year of professional transportation planning experience or an equivalent combination of training and experience that demonstrates the knowledge and ability to perform duties.

Licenses and Certifications

May need a valid driver's license or the ability to obtain.

Physical Demands and Working Environment

Must possess mobility to work in a standard office setting (ADA Compliant) and use standard office equipment, including a computer; ability to travel to meetings and sites within the region via car or public transit; and strength to lift and carry up to thirty pounds.

Work is performed in a standard office environment with some travel. Remote work for this position is allowed at least one day per week.

May be required to attend evening and weekend meetings.

Compensation and Benefits

The NVCOG has authorized a salary range of \$50,000-to-\$55,000 for this position, commensurate with experience and qualifications. Benefits include a comprehensive health insurance plan, including vision and dental, and a retirement plan.

TO APPLY: Please submit a cover letter, resume, references and representative examples of your relevant work and writing to Josh Lecar, Director of Planning, NVCOG at: jobs@nvcogct.org. The NVCOG is an equal opportunity employer.

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