Chicago Metropolitan Agency for Planning

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Field Data Collection Intern (FDC047)
(3 positions)
February 25, 2013

Company/Agency: **Chicago Metropolitan Agency for Planning**
Job Category: **Summer Intern**
Experience Required: **Current Enrollment in a Bachelors Degree Program**
Salary Range: **$12.50 per Hour**

The Chicago Metropolitan Agency for Planning (CMAP) is seeking field data collection interns during the summer of 2013 to assist with intersection traffic counts and other transportation system data in coordination with the CMAP Council of Mayors. CMAP was created in 2005 to integrate planning for land use and transportation in the counties of Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will.

Position Description
The field data collection interns will be responsible for collecting data related to traffic volumes and transportation facility utilization, described in detail below:

Essential Functions

- Installing and removing pole-mounted video-camera equipment at intersections for traffic (passenger vehicle and/or truck) counts in the region covering 12-hour or 24-hour periods. Training will be provided.
- Performing manual traffic counts covering 12-hour periods (6AM to 6PM) at selected intersections using specialized traffic counting equipment. Training will be provided.
- Level of Service (LOS) for bicycle and pedestrian travel use on area roadways.
- Bicycle and/or pedestrian counts on non-motorized trails and bridges.
- Vehicle counts and sticker inspections at commuter rail stations.
- Collecting field data related to truck and freight rail activities and facilities.
- Performing other field data collection as assigned.
- Uploading traffic count information and other data onto spreadsheet formatting systems.
- Preparing correspondence to municipalities who requested transportation data.

Field data collection interns will report to the CMAP Human Resources Office in the Willis Tower on their first day for processing and orientation. Thereafter they will report intermittently to the CMAP offices to assist in data uploading and preparation of response materials. Field data collectors will receive work instructions and assignments from the Summer Field Data Collection project manager, a full-time CMAP staff member in the Planning and Programming department. The balance of the work schedule will occur at various locations throughout the seven-county CMAP region.

Travel expenses incurred traveling to work locations and during the course of scheduled data collection activities will be reimbursed at the IRS rate of 56.5 cents per mile; field data collection interns will be expected to keep accurate records of their work travel activity.

Qualifications and Skills
Applicants are required to have a valid driver's license and proof of vehicle insurance at time of interview.

Applicants should have some familiarity with Microsoft Office (Word, Excel) applications and the ability to receive and return documents electronically.

Field Data Collection Interns will not be under direct supervision during the course of their assigned task. A high level of individual responsibility is expected and self-motivation should be evident.

Education and Experience
Applicants for this position should be enrolled in a Bachelor's degree program.

This is a full-time summer position and will begin May 20, 2013 and end August 16, 2013. Minor start and end date accommodations may be arranged.

Contact Information
Send your resume and cover letter with contact information with Job Code (FDC047)
Email
hresources@cmap.illinois.gov
Mail
Human Resources
CMAP: Chicago Metropolitan Agency for Planning
233 S. Wacker Drive, Suite 800
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Emailed resumes will receive an auto receipt. We do not send receipts for mailed resumes. Position open until filled. The Chicago Metropolitan Agency for Planning is an Equal Opportunity Employer.