

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV97388
Job Class Code:	820	Salary Schedule:	S4
EEO Category:	03	Grade:	ANONREG
Workers Comp Code:	5506		

Job Code Established:	01/01/00	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Transportation Series

JOB CODE TITLE: TRANSPORTATION TRAFFIC FIELD DATA COLLECTION TECHNICIAN

HRIS TITLE: TR TRAF FIELD DATA COLLCN TECH

WORK DESCRIPTION: Performs a variety of field data collection activities, including no-passing zone surveys, vehicular speed samples, traffic volume surveys, railroad crossing inventory and other roadway inventories as required; maintains accurate, up-to-date files on all data collection activities; may supervise the work activities of assigned staff involved in the collection of a variety of field survey data.

WORK ACTIVITIES: Inspects roadways under construction or in operation in the field to determine problems, changes, solutions or improvements to be made.

Fills in precise information on a variety of forms, reports and records, from a variety of highly specified sources.

Gives information to public in field regarding services of the work system.

Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction.

Records data from controlled field operations.

Writes detailed reports on all field inspections and surveys.

Informs supervisor of routine problems which affect operations.

Attends staff meetings of work unit or section, under direction of work supervisors; gives and receives information helpful in work unit or work system operation.

Gathers and compiles data into statistical information to meet requirements of periodic or other reports, according to established procedures.

Consults manual, rule book, codes or regulations in order to find exact required course of action, determination or authorization.

Conducts road survey in various parts of state by driving on roads and noting location, physical features, bridge types, right-of-way and other features.

Reads and studies instructional or informational material in order to increase and expand knowledge base at level of senior worker or technician in the work system.

Performs related work as required.

WORK CONDITIONS:

Required to be away from home base over 50% of the time. Subject to the hazards of moving traffic when conducting field studies.

SUPERVISION: Works under the general supervision of a first-line supervisor and exercises some independent judgment within well-defined program parameters.

WORK RESULTS/PRODUCTS: Complete records documenting no-passing zones, speed and volume survey results and finished drawings of existing roadway features; accurate listing of railroad crossings in the state.

RESPONSIBILITY: Proper use and operation of sensitive field data collection equipment; timely and accurate completion of all assigned work projects.

AUTHORITY: Decisions affecting placement, removal or modification of no-passing zones; decisions affecting removal of obstructions affecting traffic safety; decisions affecting information to be incorporated into records.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: methods, procedures and techniques used in collecting field survey data used in the work unit; use and capabilities of the equipment used in the work unit; basic mathematics used in the computation of field data; agency standards and procedures used in the field to ensure the safety of the traveling public and agency employee.

Skill/Ability to: safely operation of a motor vehicle; operation and maintenance of the equipment used in conducting traffic studies; operation of various types of office machines; oral and written communication.

SPECIAL SELECTION FACTORS: Four years of experience in the collection of field data used in traffic engineering analysis; college or technical school with an emphasis on pre-engineering course work may substitute for up to two years of the required experience; OR three years of experience equivalent to the Transportation Traffic Counter/Classifier.