

Title: Data Collection Technician	Effective Date: September 6, 2019	Grade: IX	Job Category: Technician
Prior Title: Highway Data Collector	Prior Effective Date: October 3, 2013	Grade: IX	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direct supervision of the Section Head or Lead Data Collection Technician, this position is responsible for the collection of pavement performance related data, highway characteristics data, and traffic related data on all public roadways in the state.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

EXAMPLES OF WORK APPLICABLE TO ASSET MANAGEMENT SECTION:

- Operate the Department's ARAN data collection vehicle as necessary.
- Collect pavement performance data using manual and automated methods.
- Ensure data collection tools are in good working order and calibrated as necessary.
- Process pavement performance data for use in the Pavement Management System.
- Ensure QC/QA procedures are followed for data collection and reporting.
- Use microcomputers to compile, process, and store performance data, and prepare reports.
- Collect highway and bridge inventory using microcomputers with compatible software and GPS equipment.
- Record various highway condition elements and milepoints on field forms.

EXAMPLES OF WORK APPLICABLE TO TRAFFIC INFORMATION SYSTEMS SECTION:

- Place various types of traffic recorders for counting, classifying, weighing, and recording the speed of traffic on the state's roads and streets.
- Collect machine-recorded traffic data using microcomputers.
- Collect statistical data such as truck weights, speed, vehicle class and vehicle volumes.
- Collect highway and bridge inventory using microcomputers with compatible software and GPS equipment.
- Record various highway condition elements and milepoints on field forms.

MINIMUM REQUIREMENTS APPLICABLE TO ASSET MANAGEMENT SECTION:

The educational equivalent to a diploma from an accredited high school. Ability to locate pavement study sections using maps and equipment supplied by the Department. Ability to write legibly, and operate computers and computerized equipment. Working knowledge of Microsoft Word, Excel, and Outlook. Basic knowledge of pavement types and pavement distress analysis techniques. Valid driver's license. Demonstrated ability to lift and carry at least 50 pounds. Constant statewide travel. Constant statewide travel for this position means overnight travel three or four nights per week, 52 weeks per year with reimbursement for expenses.

MINIMUM REQUIREMENTS APPLICABLE TO TRAFFIC INFORMATION SYSTEMS SECTION:

The educational equivalent to a diploma from an accredited high school. A basic knowledge of electronics with the ability to locate and install various traffic monitoring devices using maps and equipment supplied by the Department. Ability to write legibly, and operate computers and computerized equipment. Working knowledge of Microsoft Word, Excel, and Outlook. Valid driver's license. Ability to assist crews in the installation of data collection sites including the use of hand tools and the lifting bags of cement with or without reasonable accommodation. Constant statewide travel. Constant statewide travel for this position means overnight travel three or four nights per week, 52 weeks per year with reimbursement for expenses.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)