

Title: Lead Data Collection Technician	Effective Date: June 24, 2017	Grade: XI	Job Category: Technician
Prior Title: Data Collection Supv., Highway Data Collector Supv.	Prior Effective Date: September 3, 2013	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

This position is responsible for gathering information defining certain physical aspects and traffic characteristics of the State Highway System, county roads and city streets throughout the state to ensure that the existing situation is accurately represented by the data obtained while ensuring that all safety regulations are met.

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.

- Perform site selection for the installation of traffic data collection equipment for both temporary and permanent sites.
- Schedule collection of pavement condition data to meet federal guidelines and the needs of the Department.
- Direct field personnel in the installation and operation of various types of traffic data collection equipment.
- Direct field personnel in the collection of pavement performance data and/or traffic data or various types of roadway inventory and condition data.
- Direct field personnel in the calibration of Weigh-In-Motion sites.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Experience in traffic data collection or pavement performance data collection. Valid driver's license. Demonstrated ability to lift and carry at least 50 pounds. Working knowledge of Microsoft Word, Excel, and Outlook. Ability to read and interpret maps. Effective leadership and communication skills. 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. Supervisory experience preferred.

("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.)

