



TRANSPORTATION IMPROVEMENT ASSOCIATION

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EMPLOYMENT OPPORTUNITY

Data Collection Technician

An Equal Opportunity Employer

DEPARTMENT: Engineering **OPENING DATE:** 05/02/2022

CLOSING DATE: 05/22/2022

STARTING PAY: \$20.00 per hour

CURRENT HOURS, AND START AND END TIME:

Part-time position, approximately 32 hours per week. Typically, the start time for this position is 8:00 AM and the end time is 4:30 PM. However, the start and end times, and the hours worked per week, may vary depending on assignments. Days worked will generally be Monday, Tuesday, Wednesday, Thursday, and Friday. This position primarily works during the months of April through November. However, other data collection tasks may be conducted throughout the year.

JOB DESCRIPTION:

This position, under the limited supervision of the Director of Engineering, places automatic traffic counters on streets and collects traffic data using other data collection devices. Traffic data collection includes volume and approach counts using tube traffic counters; intersection turning movement counts, stop-delay counts, etc. using turning movement count boards; and speed studies utilizing traffic counters, and a RADAR and/or LIDAR speed gun.

JOB DUTIES:

- Installs and removes automatic traffic counters, which are used to gather vehicular traffic counts and other data at selected locations.
- Warns traffic at immediate working area using traffic warning devices.
- Enters site information into the traffic counter.
- Secures counters to stationary objects using chains and locks.
- Installs rubber tubes using appropriate tools, and checks the tubes to ensure an accurate reading.
- Removes automatic traffic counters and rubber tubes.
- Completes log sheets by recording the counter number, location of intersection or road segment, date, crew, weather, odometer start and finish, time left and returned, counter installed or removed, etc.
- Loads and unloads materials and equipment such as counters, nails, tubes, tools, etc. to and from vehicle.

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- Operates various machines and equipment, such as fastening tools, hand and power tools, etc.
- Takes various counts using a turning movement count board.
- Conducts speed studies using RADAR or LIDAR during non-peak hours.
- Inspects equipment for any damages.
- Cleans and makes minor repairs to automatic traffic counters.
- Conducts traffic sign reviews and inventories.
- Operates a motor vehicle and travels to various work locations.
- Performs other related work as assigned.

NOTE:

The job duties listed are typical examples of the work performed by the Data Collection Technician. Not all duties assigned are included.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to setup various data collection equipment using a variety of hand and power tools.
- Ability to maintain various data collection equipment, and make repairs when necessary.
- Ability to perform the essential functions of the job without posing a direct threat to the health and safety of others.
- Proficiency with various software programs, including: Microsoft products (Word, Excel, and Outlook), etc.
- Knowledge of various office equipment operation, including: copy machine, fax machine, etc.
- Ability to work under pressure and meet deadlines, and work independently with little supervision.
- Ability to understand and communicate the mission and policies of the agency.
- Skill in dealing effectively with people at all levels.
- Good judgment and communication skills.
- Ability to make decisions where precedents may not be established.
- Ability to develop, follow, apply, interpret, and explain instructions and/or guidelines.
- Ability to determine work priorities.
- Ability to make decisions and take appropriate actions.
- Ability to compose routine correspondence and transmit reports.
- Ability to type.

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WORKING CONDITIONS:

Primarily outdoor work with minimal indoor work. Subject to extreme weather conditions, dust, fumes, and pollen while working outdoors; susceptible to safety hazards associated with working in and around moving traffic; subject to constant and possibly extreme noise; may be subject to poor lighting when working in twilight conditions; subject to a wide range of working hours due to placement and retrieval of equipment.

PHYSICAL REQUIREMENTS:

Perform bending, sorting, kneeling, standing for long periods of time, and reaching to both ground level and overhead; hand count in a vehicle for minimum of 3 hour increments; lift and carry medium weight objects of 50-75 lbs such as traffic counters and other related equipment; push and pull up to 75 pounds; hold, grip, and raise objects; must have ability to operate a computer keyboard and/or mouse on a regular basis.

EDUCATION AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Education Development Test is required.
- Experience in traffic data collection or a related area is preferred.

SPECIAL REQUIREMENTS, LICENSES, AND CERTIFICATIONS:

- Must maintain a valid Michigan driver's license.
- Position may require a criminal and driving history background check.

APPLICATION PROCESS:

Those interested shall submit a resume to:

Office of the CEO
Transportation Improvement Association
100 E. Big Beaver Rd., Suite 910
Troy, Michigan 48083

(248) 475-3434 Fax

tia@tiasafety.us

Please be sure the resume indicates the name of the position(s) you are applying for.