

Title: Data Collection Technician	Effective Date: May 11, 2012	Grade: IX	Job Category: Skilled Craft
Prior Title: Highway Data Collector	Prior Effective Date: March 22, 2010	Grade: IX	Page: 1 of 2

CHARACTERISTICS OF WORK

Under the direct supervision of the Section Head or Data Collection Supervisor, 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

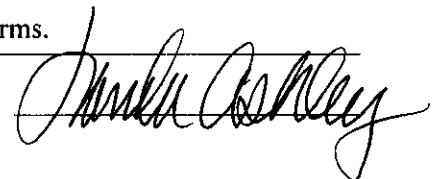
The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions.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

FOR PAVEMENT 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.

FOR TECHNICAL SERVICES 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 truck weight data, using weigh-in-motion equipment.
- Calibrate weigh-in-motion equipment.
- Collect highway and bridge inventory using microcomputers with compatible software and GPS equipment.
- Record various highway condition elements and milepoints on field forms.



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MINIMUM REQUIREMENTS FOR PAVEMENT 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 required. Basic knowledge of pavement types and pavement distress analysis techniques required. Valid Arkansas driver's license. Extensive statewide travel.

MINIMUM REQUIREMENTS FOR TECHNICAL SERVICES SECTION:

The educational equivalent to a diploma from an accredited high school. 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. Valid Arkansas driver's license. Constant statewide travel. Working knowledge of Microsoft Word, Excel, and Outlook desired.

ADDITIONAL MINIMUM REQUIREMENTS FOR WEIGH-IN-MOTION INSTALLATION AND CALIBRATION CREW:

Valid Class A commercial driver's license (CDL). Pre-employment drug test required and subject to random drug testing according to the provisions of the AHTD Drug Testing Program.

("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.)

