

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Traffic Data Collector</u>
Sch & Grade	<u>PAT-4</u>
Class Code	<u>CO15</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Admin Support</u>

PRIMARY PURPOSE:

Participates in the collection and presentation of data on traffic flow.

SUPERVISION:

Under direct supervision of a Professional Engineer

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Participates in collection and presentation of data on traffic flow from radar speed studies as well as manual and automatic traffic count recording devices.
2. Utilizes automatic traffic count devices to collect traffic data including setting up traffic counters at various locations throughout the City, monitoring operations periodically, and retrieving count information.
3. Observes, measures and records traffic flow characteristics such as gaps, turning movements, stops, delays, speed, classification of vehicles, and pedestrian movements.
4. Utilizes computer applications to maintain records, analyze data and prepare reports.
5. Drives automobile and van to study traffic movement and place traffic counters.
6. Placement and programming of speed radar trailers and message boards along City streets.

IMPORTANT FUNCTIONS:

1. Performs office administration tasks such as copying, faxing, filing, etc.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Installation and operation of various data collection equipment and related computer software applications. Data entry and maintenance of traffic count database information.

Abilities

Ability to install and maintain various data collection equipment using various hand and power tools; utilize computer software applications including word processing, database, and spreadsheet; follow oral and written instructions; communicate effectively both verbally and in writing; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; effectively welcome and embrace differences among employees and citizens; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

One year of general computer experience is required. One year of experience in traffic data collection or a related area is preferred.

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 20 pounds; hold, grip, and raise objects; extend pole-mounted camera devices overhead on tripod units in adverse weather conditions; must have ability to operate a computer keyboard and/or mouse on a regular basis.

Working Environment

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.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License.

Miscellaneous Requirements

Flexible schedule with a variety of working hours.

Last Revision:	January, 2012	GENERAL ORDINANCE NO. 4712
Comments:	Updated knowledge, abilities, physical requirements, and working environment.	Date: June 9, 1997

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____