

Transportation Technical Assistant I

DEFINITION

This is routine and repetitive work performed in support of the transportation monitoring program.

Employees of this class receive instructions outlining new assignments which are performed in the office or field. The work performed involves the collection, recording and maintenance of transportation counts in a variety of areas, such as traffic flow, travel time, transit passenger ridership, pedestrian movement and other related areas. The methods of performing the work may vary in regards to the location of the assignment, the monitoring equipment used and the methodology detailed.

Decision making is limited to field decisions in day to day operations, and assignments are performed in accordance with clearly defined work methods and procedures. Limited contact (of routine, repetitive or casual nature) with the general public results as a by-product of the duties assigned.

Supervision is not exercised, however, direction and guidance may be given to less experienced Transportation Technical Assistants on a monitoring team. The work is performed under the supervision of a technician and is subject to checks for accuracy and completeness.

TYPICAL DUTIES*

Participates in a variety of field surveys for the collection of transportation data and prepares basic summaries of data.

Assists technicians and more senior technical assistants in the operation of complex equipment, as required.

Files, records and catalogues data; maintains statistical information; codes forms as required. Enters and retrieves data from computer routine calculations.

Prepares draft from graphs, charts and/or other diagrams.

Examines data prior to/after statistical manipulation to ensure no obvious errors exist. Operates a vehicle.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Good knowledge of mathematics and some knowledge of elementary survey practices.

Ability to understand and follow detailed instructions.

Ability to read figures quickly and accurately and to make elementary arithmetical calculations.

Ability to perform outside tasks in all weather conditions.

Skill in operation and care of instruments and equipment used in the work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

High school education (Grade IX to XII) with related courses and a minimum of six (6) months' experience in data gathering and record keeping. Applicant(s) must possess a valid Alberta driver's license.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0707		0708	
Last Updated:	1982-09			
Previous Updates:				
Originated:	1982-08			