

## Job Description

<b>Job Title:</b>	Road Crew	<b>Prepared By:</b>	Tim Caya
<b>Department:</b>	Data Service	<b>Approved By:</b>	Karla Downing
<b>Reports To:</b>	Resource Director	<b>Date:</b>	2/22/2010
<b>FLSA Status:</b>	Non-Exempt		

### Section 1: Summary of the Position

Responsible for driving and operating company vehicles and data collection systems to collect good and accurate data of roadways and their features in a timely manner in accordance with company guidelines by performing the following duties.

### Section 2: Primary Responsibilities

#### Data Collection

- Drive company vehicle to collect good and accurate data of roadways and their features in a safe, responsible manner, in accordance with the company's procedures and applicable DOT regulations.
- Operate data collection systems while being a passenger in a moving vehicle to ensure good and accurate data collection of roadways and their features.
- Navigate through unfamiliar areas, sometimes under adverse traffic conditions, all while maintaining strict safety standards and maintaining good and accurate data collection.
- Understand and interpret maps accurately and efficiently to ensure proper data is collected in a timely manner.

#### Project

- Balance and handle an expense account for each trip by recording all expenses and maintaining all receipts.
- Provide good customer service and maintain a professional manner and appearance to enhance the company's image.
- Maintain and organize a daily, legible logbook of data collected and submit to Project Manager as required.
- Provide basic maintenance for vehicle such as maintaining vehicle in a neat manner and performing minor repairs.
- Ensure proper maintenance of vehicle and report all accidents/damage/malfunctions to management.

### Section 3: Competencies

#### Concern for Quality

##### Key Behaviors

- Checks accuracy of own work
- Carefully prepares materials, approaches, and resources
- Follows procedures to ensure quality output
- Uses systematic approach to organize and track quality
- Manages competing demands while striving for quality work
- Encourages people to maintain high standards of quality and thoroughness
- Monitors accuracy and quality of other's work and takes action to correct mistakes
- Balances attention for detail with the overall timeline for completion

## **Initiative**

### Key Behaviors

- Takes action to achieve goals beyond what is required
- Identifies what needs to be done and takes appropriate action
- Takes action without being asked or required to do so
- Persists in spite of challenging circumstances; adjusts focus when it becomes obvious that a goal cannot be achieved
- Seizes opportunities and takes action to take advantage of them
- Initiates individual or group projects and takes responsibility for their success
- Actively works to overcome obstacles by changing strategies or using multiple approaches
- Takes responsibility to develop all steps of a project when the outcomes and circumstances are not well-defined

## **Section 4: Qualifications**

### **Specialized Knowledge and Skills Requirements**

#### **Software**

Ability to obtain an advanced understanding of all necessary custom data collection and processing applications within 2 weeks of start date

#### **Mathematical Skills**

Ability to add, subtract, multiply, and divide all units of measure, using whole numbers, common fractions, and decimals.

#### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Education/Experience:**

None Listed.

#### **Certificates and Licenses:**

Valid Driver's License required for travel to job sites, client and vendor locations within the United States.

## **Section 5: Travel**

Travel Requirement: This position requires 100% travel within the United States of America, via air or road travel in a car, van or truck.

## **Section 6: Physical and Environmental Demands of the Position**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently, up to 100% of the time, required to sit in a vehicle, use hands, reach with hands and arms, talk, and hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl, and lift and/or move up to 50 pounds when evaluating, repairing and inspecting vehicle and system operations while on the road.

Specific vision abilities required by this job include the ability to adjust focus (the ability to adjust the eye to bring an object into sharp focus) and close vision (defined as clear vision at 20 inches or less). The employee is frequently, up to 100% of the time, required to have the additional specific vision abilities required by this job to include peripheral vision (defined as the ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (defined as three-dimensional vision, and the ability to judge distances and spatial relationships), and distance vision (defined as clear vision at 20 feet or more, respectively, all while driving a vehicle or being a passenger in a moving vehicle).

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is frequently, up to 100% of the time, working in a moving vehicle, either driving or operating data collection systems while being a passenger in a moving vehicle, and working in an environment with vibration on a regular basis. The employee will occasionally be working in outdoor conditions.

The noise level in the work environment is usually moderate.

**Section 7: Disclaimer Statement**

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

CC: Employee  
Employee General Personnel File