

STATE OF NEBRASKA CLASS SPECIFICATION
HIGHWAY TRAFFIC DATA COLLECTION SUPERVISOR

EST: 01/73 - REV: 11/10
CLASS CODE: V57114

DESCRIPTION: Under limited supervision, administers the Nebraska Department of Roads (NDOR) traffic data collection program and associated operations, which are integral to State highway programming and planning and federal information mandates; supervises assigned technical employees engaged in data collection or electronic equipment installation, maintenance, and repair; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the fourth full performance and second supervisor classification level of the Highway Traffic Data Collection class series, and is accountable for the work performance of assigned employees. The position in this class is delegated, on a regular daily basis, the accountability and signature authority for administrative actions and decisions that affect the assigned unit and positions. The position has authority to plan, organize, assign, and direct the work activities of the traffic data collection program. In addition to these responsibilities, the same or similar work as that of assigned positions may be performed. However, the administrative and supervisory responsibilities will be the paramount and preponderant work performed is at this level.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assigns and supervises work activities and monitors schedules of assigned employees to achieve work objectives and priorities and completion of assignments and to balance workloads and leave schedules.

Trains, guides, and counsels assigned employees to develop their performance capacities and ensure consistent application of NDOR and program policies, regulations, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made.

Supervises the NDOR traffic count program involving the statewide collection and compilation of traffic data (e.g., traffic volumes, vehicle classifications, vehicle speeds, and truck weights).

Sets priorities for traffic data collection activities, assigns work to traffic data collectors and electronic technicians, monitors progress of each survey, and checks accuracy and completeness of survey findings.

Coordinates origin and destination studies; coordinates special traffic count and rest area studies; recommends traffic data collection procedures for specific surveys.

Evaluates traffic data collection specifications and tests new equipment prior to purchase or installation and use; confers with equipment vendors and service providers about equipment characteristics.

Directs the maintenance of all traffic counting equipment and devices.

Determines equipment, materials, and staffing needs of the traffic data collection program and prepares recommendations for the program's budget; reviews and approves time reports and expense vouchers.

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Prepares work program records, technical manuals, and summary reports; prepares traffic data collection and work safety material and equipment operation instructions for use by agency employees and others.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: traffic counting terminology, procedures, codes, and vehicular classifications; electronic and mechanical monitoring technology and equipment pertinent to the traffic counting operations; NDOR safety policies and practices pertinent to field work; NDOR organizational structure and functions.

Ability to: supervise, train, and evaluate assigned employees; locate installation work sites and schedule the installation of traffic monitoring equipment using agency maps and project information; communicate in person, and by telephone, email and correspondence to explain technical procedures to non-technical officials; interact with agency employees and officials of other agencies/firms to maintain work relationships; understand, interpret, and apply agency and program directives; use personal computers/mainframe terminals and associated applications software to compile, store, and retrieve information for agency databases.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Post high school coursework/training in electronics, electronics or engineering technology, or related technical engineering field OR experience in installing and using electronic equipment that monitors vehicular traffic.

AND

A valid driver's license is required.

SPECIAL NOTES:

Occasional statewide or overnight travel may be required. Working in increment weather conditions and close to traffic may occur as needed.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).