

HIGHWAY INVENTORY TECHNICIAN I

DESCRIPTION: Under general supervision, performs skilled duties in the production and maintenance of Highway Inventory projects using the Voice Data Entry System (VDES), IBM mainframe and Geographic Information Systems (GIS) technology; performs related work as required.

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.)

Converts existing Rural Road Inventory notes to computer database format using the edit and data entry functions of the VDES.
database; verifies data was entered correctly.

Updates Bridge and Railroad Crossing databases; produces reports as required (mainframe) using bridge inspection data.

Updates Bridge and Railroad Crossing Maps.

Prepares materials for data collection crews. Performs data collection and videlogging duties as required.

FULL PERFORMANCE KNOWLEDGE, ABILITIES AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: VDES edit and data entry procedures; Rural Road Inventory procedures.

Ability to: read Bridge and Construction plans; perform arithmetic computations; write programs to produce reports; write programs to query databases and produce reports.

Skill in: operating Intergraph terminals.

ENTRY KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: basic PC operations.

Ability to: perform mathematic calculations.

Skill in: operating PC and mainframe terminals.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, abilities and skills. A general qualification guideline for this position in this class is a high school education or equivalent AND experience working with a computer.