

Click one of these links to see the Job Description for that class:

Job Code	Title
S56112	Highway Traffic Data Collector
S56113	Highway Traffic Data Collector Senior
V56114	Highway Traffic Data Collection Supervisor

Highway Traffic Data Collector Series

Administrative Support and Supervisory Group

DESCRIPTION OF OCCUPATIONAL WORK

Positions in this class series are responsible for collection of traffic data, integral to highway planning and traffic engineering, through the use of traffic counters (manual and portable), radar speed detectors, cameras, gap recorders and other specialty equipment. Performs work on open highways or congested urban areas of the state. Positions are generally assigned a specific geographical area (involving numerous counties) but may be required to cover other areas due to extended absences, vacancies, or special projects/studies. May perform work assignments at high crash locations. Significant travel is required including some overnight stays. Performs related work as required.

Highway Traffic Data Collector

S56112

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

Positions in this class work under general supervision, are generally assigned a specific geographical area, and collect yearly traffic data (manual and/or portable counts). During the off-season, incumbents perform maintenance on their equipment, begin acquiring supplies/equipment for the following season, update Google maps, work on schedules for the following year and perform other related tasks. Preponderance of time is spent on conducting manual and/or portable counts.

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.)

Creates schedule, in advance of collection data period, determining dates and specific locations for collections. Make reservations for overnight stays as needed.

Collect traffic data from selected sites across the state using either manual or portable data collection equipment and visual observation.

Reads and determines useability of data collected and whether or not to reset/redo.

Downloads data to PC, quality checks data before formatting into report and uploads documents to retention system.

Completes daily worksheets and submits to supervisor.

May conduct special studies (e.g., radar, rest area, pedestrian, high crash location, etc.) but on an infrequent basis.

Troubleshoots and maintains equipment used and schedules maintenance/repair as necessary.

Operates state-owned vehicle and determines most economical route to identified location and safest place to park on location so as not to interfere with other drivers' view and protect self from being struck by other traffic.

Performs other duties as assigned.

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

Knowledge of: use, operation and maintenance/repair of equipment used in traffic data collection; methods used in field studies such as radar speed studies, school crossing studies, parking studies and manual counting of vehicle volume; vehicle types; software applications used in data collection; and field data preparation for computer processing.

Skill in: selection of appropriate sites for the installation of traffic counters; installing traffic counters; operating a motor vehicle in the performance of speed test runs on curves and other segments of highway.

Ability to: make efficient use of time in scheduling/performing data collections; collect, quality check, organize, and report statistical information.

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

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills, and abilities. A general qualification guideline for this is a high school education or equivalent, plus one year of satisfactory work experience. Must possess a valid Nebraska driver's license.

[LEGAL REQUIREMENTS:](#) (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

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Highway Traffic Data Collector Senior S56113

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

Under general supervision, this class conducts primarily specialty traffic data counts and other data collection activities (turning movement data, speed studies, delay studies, ball bank, field measurements, parking studies, vehicle stopping locations at intersections, etc.). This class uses a variety of equipment to gather traffic data. Incumbents participate in weekly meetings where data requests are reviewed and prioritized. Procedures for data collection are established by superiors with incumbents providing input. Incumbents create their own schedules on a weekly or biweekly basis. Positions in this class are distinguished from the Highway Traffic Data Collector in that these positions conduct primarily ad hoc specialty traffic data counts that require current data. Whereas the Highway Traffic Data Collector class collects/utilizes yearly count data for which incumbents are primarily conducting manual and/or portable counts. This class may work with consultants and/or NDOT District personnel who assist in data collection, statewide when workload demands require assistance. 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.)

Participates in weekly meetings to discuss new traffic data requests.

Creates data collection schedule from requests received and sends out to Divisions and Districts. Sends out community notices to provide information on when and where data collection will occur.

Recommends data collection procedures for engineering studies.

Determines the type of data to be collected and prioritizes requests for data.

Utilizes Digital Measuring Instrument (installed in vehicle) to measure distances to determine location of signs and pavement markings.

Utilizes measuring wheel to measure lengths/distances.

Utilizes radar speed guns/boxes to collect speeds of vehicles in the field. Downloads data to PC, quality checks data, formats into report and uploads documents to retention system.

Uses manual count boards or cameras for counting vehicles for turning movement data collection. Downloads information from equipment to PC, quality checks data, formats into report using special software programs, and uploads documents into retention system for use by Traffic Engineering studies/projects. If cameras are utilized, upload and coordinate processing of data with third party vendor.

Conducts special studies as needed (e.g., pedestrian, parking, sight distance, ball bank, inventory, field observation, etc.)

Schedules meetings and data collections times with consultants/contractors. Coordinates data collection tasks with District personnel, including future locations for data collection.

Coordinates data from consultants/contractors, answering questions about site locations, quality checks data, review invoices, and retention of electronic files.

Maintains or schedules maintenance of equipment used.

Operates state-owned vehicle and determines most economical route to identified location and safest place to park on location so as not to interfere with other drivers' view and protect oneself from being struck by other traffic.

Performs related work as assigned.

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

Knowledge of: data collection procedures and policies; use, operation, maintenance, and repair of equipment used; basic math.

Skill in: installation, operation, maintenance, and repair of equipment used; selecting appropriate sites for installation of equipment; computer operation/software applications used; making efficient use of time.

Ability to: determine/prioritize work; perform basic mathematical calculations; follow instructions; communicate effectively and professionally; collect, organize, quality check and create reports on data collected.

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

Any combination of training, education or experience that will enable the incumbent to possess the required knowledge, skills, and abilities. A general qualification guideline for this is a high school education or equivalent, plus two years of satisfactory work experience OR two years of post-high school coursework, preferably related to engineering technology or data collection/analysis. Must possess a valid Nebraska driver's license.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

None.

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Highway Traffic Data Collection Supervisor V56114

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

Under limited supervision, administers a 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.

This is the third full performance 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 NDOT 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 NDOT 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.

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; NDOT safety policies and practices pertinent to field work; NDOT 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, 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 effective work relationships; understand, interpret, and apply agency and program directives; use personal computers/mainframe terminals and associated software applications 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 or engineering technology or related technical engineering field OR four years' experience in installing and using electronic equipment that monitors vehicular traffic and conducting specialty traffic data collection. Experience leading or supervising others. Must possess a valid Nebraska driver's license.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

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SPECIAL NOTES APPLICABLE TO ALL LEVELS:

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).

Established: 01/1973

Note: Classification-specification is subject to change. Please refer to the Nebraska State Personnel Job Specification website at <https://das.nebraska.gov/personnel/classcomp/jobspecs/jobspecs.html> to ensure this represents the most current copy of the description.

The following is a summary of changes made to this class specification.

Section	Change Description	Effective Date
All	New spec format	1/10/24
Levels/Titles	HTDC I level eliminated; HTDC II level renamed (dropping the "II"); HTDC III (S code) renamed to HTDC Senior; HTDC III (V code) eliminated.	1/10/24
Distinguishing Characteristics & Examples of Work	HTDC Sr S56113 revised to eliminate supervisory duties and reflect predominance of specialty counts.	1/10/24
Minimum Qualifications	HTDC Sr MQs revised to include post-high school coursework in engineering	1/10/24