

Engineering Technician – Data & Analysis Unit – Traffic Count Processing

Posted: 27 May 2005

Limited Term Employee : **Half-Time** July 1, 2005 to June 30, 2006

Number of positions available: 1 (one). Position open until filled.

Hours: 20 h/wk, flexible hours between 6:00 am and 6:00 pm Monday-Friday.

Compensation: \$10.38/hr. This position does not qualify for health insurance or other fringe benefits.

Employer Information

Wisconsin Department of Transportation (WisDOT) DTSD Southeast

141 NW Barstow Street

PO Box 798

Waukesha, WI 53187

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To Apply: Send letter of interest and resume by mail, e-mail, or fax.

POSITION SUMMARY

As **Traffic Data Intern**, this position works under limited supervision to process traffic data received from various field sources, enter traffic data into various computer systems, update traffic volume maps, convert files to Adobe Acrobat format so that they can be put onto the District intranet (DOTNET), and provide general assistance in the processing, analysis, and dissemination of District traffic data. The position also conducts special traffic studies such as Park & Ride lot usage counts in accordance with established methods and procedures. This position requires effective oral and written communication skills, meticulous data entry accuracy, accurate use of arithmetic and algebra, and the ability to use a variety of computer software including Adobe Acrobat, Microsoft Excel, Microsoft Access, Microsoft Outlook, and Microsoft Word. Knowledge of MicroStation and/or ArcView a plus. Must have a valid driver's license and a safe driving record. Knowledge of Southeast Wisconsin road system / geography a definite plus.

Safety: The incumbent will personally follow all safety rules and safe work practices established by the Department including reporting incidents/accidents/near misses that resulted or could have resulted in personal injury; maintaining safe working conditions and wearing appropriate personal protective equipment in designated areas and by offering safety and health suggestions that would reduce risks to workers.

GOALS & WORKER ACTIVITIES

- 60% A. Process and verify traffic data and enter traffic data into various computer systems.
- A1. Check traffic count data received from field technicians, field devices, and other sources to assure that it is consistent with expected traffic patterns.
 - A2. Identify and resolve data discrepancies; coordinate with Central Office and field technicians for re-counts as necessary.
 - A3. Enter traffic data into Microsoft Excel spreadsheets and other applications as necessary for review and analysis.
 - A4. Compare axle-corrected, seasonally-corrected, and daily-adjusted data processed by Central Office with District raw data to assure that axle, seasonal, and daily correction factors have been applied correctly.
 - A5. Assure the preparation of electronic files containing district travel data in a format suitable for publication on the internal DOT network.
 - A6. Prepare, validate and distribute standard and non-standard monthly and annual travel reports.
 - A7. Prepare travel statistics necessary for traffic projections and to support of the Freeway System Operational Assessment and the Southeast Freeways reconstruction program.

- 20% B. Direct the preparation of traffic count maps.
 - B1. Prepare traffic count data received from Central Office and accurately post it to District maps.
 - B2. Coordinate the preparation of travel trend maps for each county.
 - B3. Update base maps to reflect changes in the road network.
 - B4. Update traffic count maps by accurately posting verified traffic count data to the maps.
 - B5. Verify the accuracy and readability of all mapping.

- 20% C. Conduct special traffic studies such as vehicle occupancy counts and Park & Ride Lot usage counts.
 - C1. Conduct Vehicle Occupancy Counts at selected locations in accordance with established methods and procedures.
 - C2. Conduct Park & Ride Lot usage counts at selected locations in accordance with established methods and procedures.
 - C3. Participate in other special traffic studies and conduct such studies in accordance with agreed methods and procedures.

- D. Other duties as assigned.