

Transportation Technical Assistant II

DEFINITION

This is varied work performed in support of the transportation systems monitoring program.

Employees of this class perform work which has a broader scope and level of contact than that of the Transportation Assistant I class. The work involves office and/or field duties requiring the application of established transportation monitoring methods and practices. Assignments may include varied and detailed data tabulation and routine analysis or responsibility for remote traffic counters and other related areas. Incumbents verify, prepare and submit data and records prior to subsequent moderately difficult hand or computer manipulations and calculations. Contact and meetings with the general public businesses and other groups may be required on a project basis to gather data and comments for reports of a diverse and varied nature.

Supervision is generally not exercised, however, some positions may exercise leadhand duties depending on the nature of the work assigned. The work is performed under supervision and is evaluated on its accuracy, quality and the reports submitted with difficult technical matters are referred to a superior.

The work of this class is distinguished from that of the Transportation Technical Assistant I by the complexity of the work performed, the experience required, the level of contacts and the supervision received and/or exercised.

TYPICAL DUTIES*

Prepares detailed and varied summaries, reports, working drawings and graphs of survey results.

Maintains a variety of technical records, drawings, files, maps, specifications and plans; compile and completes moderately difficult analysis of statistics.

Assists in the development and implementation of technical systems. Conducts field surveys and site inspections, if required.

Performs analysis on a variety of data requiring collection of survey samples. Directs the work of subordinates engaged in routine tasks pertaining to field engineering and survey work.

Responds to public enquiries regarding transportation data tabulation and other requirements.

Performs mathematical calculations related to the position assignments.

Operates and-co-ordinates placement of electronic and mechanical equipment related to the position assignment; operates a vehicle, if required.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Basic knowledge of the principles, standards and practices related to the work assigned.

Knowledge of and skill in the operation of instruments and equipment used in the work assignments.

Ability to perform technical duties as required by the position assignment. Ability to meet and deal effectively with the public.

Skill in the operation of tools, instruments and equipment used in the work assignments.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

High school education (Grade IX to XII) with related courses and a minimum of six (6) months' experience in data gathering and record keeping. Applicant(s) must possess a valid Alberta driver's license.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0709		0710	
Last Updated:	1982-09			
Previous Updates:				
Originated:	1982-08			