Title:	Effective Date:	Grade:	Job Category:
Data Collection Technician	October 16, 2025	10	Technician
Prior Title:	Prior Effective Date:	Grade:	Page:
Data Collection Technician	June 19, 2021	10	1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for the collection of characteristics and performance related data of assets on public roadways in the state.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Collect performance data on assets using manual and automated methods
- Ensure QC/QA procedures are followed for data collection and reporting.
- Ensure data collection tools are in good working order and calibrated as necessary.
- Use computers to compile, process, and store performance data, and prepare reports.

EXAMPLES OF WORK APPLICABLE TO PAVEMENT MANAGEMENT SECTION:

- Operate the Department's pavement data collection vehicle, falling weight deflectometer (FWD), pavement friction tester, ground penetrating radar (GPR) van, and various manual pavement testing equipment as necessary.

EXAMPLES OF WORK APPLICABLE TO ASSET & MAINTENANCE MGMT SECTION:

- Inventory ancillary assets such as culverts, MSE walls, and guardrails using inspection software and GPS equipment.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a diploma from an accredited high school.

Knowledge, skills and abilities: Ability to write legibly and operate computers and computerized equipment. Working knowledge of Microsoft Word, Excel, and Outlook. Analytical and problem-solving skills. Effective oral and written communication skills. Ability to navigate using maps and equipment supplied by the Department.

Physical requirements: Demonstrated ability to lift and carry at least 50 pounds with or without reasonable accommodation. Ability to traverse rugged terrain in order to locate Department assets such as culverts and guardrails.

Working conditions: Constant statewide travel.
("Constant statewide travel" for this position means overnight travel three or four nights per week, 52 weeks per year with reimbursement for expenses.)

Licenses, registrations and certifications: Valid driver's license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)