

PeaK Traffic Technology Ltd.
Job Description:
Traffic Enumerator
Trainee
For a Secondary School Student
TE1

Created: March 5, 2011

Revised: April 9, 2013

Job Summary

The Traffic Enumerator aids in the collection of traffic data that provides accurate and current information for planning safe and efficient traffic patterns. The work involves conducting field studies, using manual and electronic devices, to determine traffic volume, speed and other factors influencing traffic conditions. The incumbent may be required to take photographs, make notes and draw diagrams to illustrate observations and conclusions then upload or enter data and create reports including graphs and charts electronically. The job involves mostly outdoor work, in all weather conditions. The Enumerator must exercise caution and have a high degree of safety awareness, concentration and focus when performing all duties.

Job Duties

The actual job duties required depend on the terms of contracts entered into by the company and can include assisting with:

1. Conducting Intersection Counts, including vehicle, pedestrian and cyclist counts. This data can be collected either manually with pencil and paper, or automatically by a Video Collection Unit (VCU).
2. Conducting Short Counts including setting out induction loop counters, hose counters or VCUs.
3. Determining appropriate signing for the jobsite and setting out traffic control signs, and other equipment as required.
4. Using electronic timing devices, radar or laser equipment and electronic communication devices.
5. Observing lighting, weather, visibility of signs and pavement markings, location of traffic signals, width of street or roadway and other considerations affecting traffic conditions.
6. Recording data. Completing forms and taking photographs related to traffic data collection.
7. Answering routine inquiries from officials or the public in a tactful and diplomatic manner.
8. Using computer software to input or upload data and observations collected.
9. Performing other related duties as assigned.

Required Qualifications

1. Completion of Grade 9.
2. Interested in a technical career path and applicable post secondary education.
3. Willing to travel within British Columbia (most likely in the south half of the province)
4. Willing to work outdoors in all weather, although not as likely during winter months.

Preferred Qualifications:

1. Experience with Microsoft Word and Excel software.
2. Experience with Adobe Acrobat and Microsoft Outlook.
3. An interest in the traffic engineering, statistics or related fields.
4. Traffic Control Person/Flagging experience.
5. Basic First Aid certificate.
6. Familiarity with the British Columbia Highway system.
7. Posses a valid Class 5 BC Driver's Licence
8. Has own reliable transportation and appropriate vehicle insurance to perform duties.

Hours of Work:

Variable: PeaK Traffic Technology Ltd. contracts to governments, engineering firms and developers to gather traffic data. These contracts are most often bid on, accepted and conducted within a short period of time. Between contracts there is some work in the office and with equipment maintenance, but there may be periods with short days or no work at all. Once our quote is accepted there may be little notice before the data is to be collected. This can be local or involve travel and can take one day or up to a month or more. Consideration will be made for other commitments, particularly schooling, which may exclude the student employee from work on some contracts.

A full work day consists of 8 hours of work that may, at times, be split into as many as 3 shifts over a 12 hour period starting (on the job) at 6:45 AM. Time worked beyond 8 hours in a day is paid at time and one half. If called in to work a minimum of 4 hours is paid. When working on a contract, the terms of the contract will often determine the hours of work and cannot always be predicted.

Further Training:

If the student employee would like to take a course applicable to the work, such as Basic First Aid or Traffic Control Person, the course would be taken on the student's own time, but application can be made for any course or materials fees to be reimbursed by the company upon successful completion of the course.

Wages: The starting wage for a Student Traffic Enumerator Trainee TE1 is \$13.74 per hour. Our current expense rates for millage, meals and accommodation are available on request at info@peaktraffic.ca