



## **BIKE/PED COUNTER TECHNICIAN**

### **POSITION OVERVIEW**

Innovation, collaboration, inclusivity, and proactivity are highly valued at COMPASS. The Bike/Ped Counter Technician provides a key support role for COMPASS active transportation planning. The Technician will manage all aspects of the bicycle/pedestrian counter program. The Technician will receive requests for placement of counters, schedule efficient placement of counters, place counters, collect data, and download and organize data into a usable database.

### **EXAMPLES OF WORK**

- Receive, log, and track status of requests for placement of bike/ped counters
- Plan and schedule placement of counters in an efficient manner to meet the needs of member agencies while maintaining a reasonable workload
- Plan and schedule pathways and bike lanes to ride the data e-bike in an efficient manner
- Place portable bike/ped counters in the field for data collection
- Ensure bike/ped counters are properly maintained
- Collect data from bike/ped counters
- Ride data e-bike over pathways and bike lanes
- Collect data on pavement condition from data e-bike
- Perform a substantial amount of data entry and analysis from sources that include Word, Access and Excel files, printouts, charts, and maps
- Maintain a well-organized, consistently formatted, and timely database of counter and data e-bike data so that the Technical Services and Planning teams may use that data readily for mapping and planning tasks
- Provide reports summarizing bike/ped counter activities including but not limited to location and duration of counter placement, and placement requests that could not be filled and why
- Perform other tasks as required

### **REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING**

- Strong organizational and logistics skills
- Ability to plan weekly program activities in an efficient and productive manner, with minimal supervision
- Working knowledge of data collection techniques, technical writing, and data analysis
- Ability to understand project needs, create strategies based on general problem statements and interact with management, planners, and other staff
- Attention to detail
- Professional communication skills, both verbal and written
- Ability to respond skillfully to frequent changes in both data inputs and work priorities
- Ability to respond to inquiries in a professional and positive manner and to present a professional image to the public
- Understanding of relational database fundamentals
- Ability to create and execute queries, create scripts, import/export/manipulate data is a plus
- Ability to geocode locations from address data tables using ArcGIS is a plus, but not required

## **SPECIAL REQUIREMENTS**

- Must be able to successfully pass a background check process which includes reference and criminal history checks
- Must be able to obtain a valid Idaho driver's license and drive to various locations in Ada and Canyon counties

## **WORKING CONDITIONS**

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to ride an e-bike and/or bike
- Lifting/carrying up to 50 pounds.
- Pushing/pulling up to 50 pounds.
- Work includes sensory ability to speak and hear; also includes close and distance vision
- Requires hand/finger dexterity
- Employees will sit, stand, and walk
- Work environment includes outside conditions, with various weather conditions and paved and unpaved terrain

## **CLASSIFICATION**

This is a non-exempt position. It is expected that the employee work 30-40 hours per week. COMPASS has some flexibility on schedule/hours worked. Specific schedule will be negotiated with the successful candidate.

## **HIRING SALARY RANGE**

\$20 to \$22 per hour.

Starting salary is dependent on skills and experience.

*In compliance with Title 65, Chapter 5 of the Idaho Code, preference will be given to veteran's preference eligible applicants.*

*COMPASS reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant can perform the assigned duties and fulfill the assigned responsibilities.*