

Missouri Department of Transportation

Code: R03398

Title: Field Acquisition Coordinator

Exemption Status: Non-Exempt

Grade: 14

Job Description

Effective Date 12-01-2016

Replaces (Effective Date) 11-01-2007

General Summary The field acquisition coordinator schedules, coordinates, and supervises the field acquisition unit in the statewide collection of all count, classification, and weigh-in-motion data. Responsibilities are performed under general supervision.

Minimum/Required Qualifications Two years of college or Associate's Degree in Statistics, Electronics, Computer Operations, or related field and eight years of technical experience.
OR
Bachelor's Degree in Civil Engineering Technology or a related field and four years of technical experience.

Supervisory Responsibilities Full Supervision

Location Central Office - Transportation Planning

Special Working Conditions/Job Characteristics Job requires occasional, statewide and out-of-state, overnight travel.

Examples of Work

- (1) Trains, supervises, and assists field acquisition unit personnel in all aspects of assigned work, including operating policies and procedures, safety/emergency protocols, and testing and calibration of equipment.
- (2) Prepares and recommends annual fiscal year budget necessary to carry out assigned functions related to traffic data collection; approves and monitors budget activities; prepares and maintains reports on equipment and material usage, inventory, and daily activities.
- (3) Surveys traffic collections sites and determines best/appropriate method for accurate and safe data collection.
- (4) Prioritizes data collection needs; determines and arranges for the personnel and field/office equipment required to collect traffic data.
- (5) Develops and implements processes and procedures for data collection; conducts feasibility studies for changes to data collection methods and equipment; develops specifications for equipment and related computer hardware and software.
- (6) Performs analysis and prepares reports to document validity of data collection processes and the accuracy

of data collection devices in order to meet federal requirements; performs field inspections and testing to ensure data quality is achieved.

- (7) Ensures proper computer programs and equipment are available for processing data and carrying out assigned job functions.
- (8) Provides information to public officials and city and county representatives to inform them of field acquisition activities; works regularly with city, regional, and state planning agencies.
- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.