

## TRANSPORTATION FIELD INSPECTOR II

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Director of Planning (Transportation) and the direct supervision of Transportation Planning staff, an incumbent of this class is responsible for scheduling the efforts of subordinate staff in the collection of field data. As the Department of Transportation must comply the State, Federal and County contractual and reimbursement agreements, the incumbent follows established guidelines for the coordination of staff to ensure that all mandated field surveys and route/passenger checks established by managerial staff are properly reported and collected. Incumbents in this position must also possess a valid New York State Drivers License to transport field staff to assigned places as required. Due to the often changing nature of departmental needs, incumbents are expected to work various shifts at irregular hours. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates the scheduling of field staff working to collect relevant transportation survey data, ensuring that mandated guidelines established by supervisory staff are met; advises supervisors of any difficulties;

Reviews reports and data collected in the field for their timeliness and validity; consults with supervisory staff on any difficulties;

Uses automated office systems to input data collected from the field or from other Transportation staff involved in planning research;

Transports field staff to assignments as required;

Conducts telephone surveys regarding transportation services and disseminates survey material in the field as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Ability to communicate effectively orally; ability to manipulate automated office systems; ability to perform simple mathematic computations; ability to follow instructions; command of the English language; tact; neat personal appearance; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two years of work experience.

West. Co.  
J.C.: Pending Non-competitive  
CCF799

Job Class Code: C2928  
H0134  
Job Group: II