



FIELD DATA SPECIALIST

DATE CREATED: December 30, 2025

FLSA STATUS: FULL TIME, NON-EXEMPT

REPORTS TO: PROGRAM MANAGER, DATA RESOURCES

SUPERVISES: TRAFFIC COUNT INTERNS

POSITION SUMMARY: The Field Data Specialist position performs a variety of data collection and database management work in connection with transportation and environmental planning in accordance with the TMA COG mission, vision, and strategic goals. This position serves as a **traffic count crew leader**.

ESSENTIAL FUNCTIONS:

- Set up, monitor, and take down a variety of traffic data collection or air quality monitoring equipment
- Download and/or transfer data from equipment as directed
- Work with interns providing quality control and assurance of accuracy

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KEY RESPONSIBILITIES:

- **Traffic Counting**
 - Inventory of count locations and establish a comprehensive schedule.
 - Engage in field operations, including setting up, programming, and retrieving counters.
 - Download and review counts for completeness.
 - Maintain a detailed log of equipment use and repairs.
 - Assist local jurisdictions with traffic counts upon request.
- **Pedestrian/Bike Counting**
 - Works with TMA COG staff to identify pedestrian/bike facilities needing usage counts

- Places TMACOG equipment on ped/bike facilities to collect counts
- Collects counts from equipment
- Uploads counts to statewide database system
- **Pavement Condition Ratings (PCR)**
 - With training, perform pavement condition ratings as requested by TMACOG staff or TMACOG members

COMPETENCIES, required:

- Ability to take and follow direction
- Detail oriented and passionate about quality
- Ability to perform field work in and around active roadways.
- Ability to draw meaningful conclusions from statistical reports
- Proficient written and verbal communication skills
- Exceptionally well organized and able to plan, prioritize, and adjust work tasks to meet and coordinate deadlines; ability to manage multiple projects and issues simultaneously and complete them on time with minimal supervision
- Proactive and self-motivated; willingness and desire to improve and learn new processes
- Collaborative, flexible team player
- Demonstrate proficiency in the word processing and spreadsheet software.
- Legally able to work in the U.S.

COMPETENCIES, preferred:

- Computer skills including file management, spreadsheets, databases, and Geographic Information System (GIS)

PHYSICAL DEMANDS/REQUIREMENTS: Work is typically performed both in the office and outdoors. Intermittent sitting, standing, and stooping; must be able to occasionally move or lift objects of no more than 50 lbs. Field work is required to set up or collect data from traffic and pedestrian and bicycle counting equipment. Possess, and maintain, a current, valid driver's license.

WORK ENVIRONMENT/CONDITIONS: While performing the duties of this job, the employee regularly works outdoors in variable weather conditions, and in an office setting.

TRAVEL: None outside the TMACOG service region.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent required

OTHER DUTIES: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

SIGNATURE: Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee (print name)

Employee Signature

Date

Approved to Form: _____

Executive Director

Date