

## **Nature of Work**

The Data Collector performs general data collection, prepares reports and data entry activities for the Transit Monitoring Program (TMP) at Spokane Transit Authority (STA) on a flexible schedule based upon the needs or priorities of the department. Work requires the ability to function independently with a high degree of accuracy. Primary responsibility is onboard data collection. The duties of this position have light to medium physical requirements and require concentrated attention to prevent errors.

## **Supervision Received**

Position receives direction from the Principal Transit Planner. May receive immediate direction from the Senior Data Technician.

## **Essential Functions**

- Prepare and coordinate data collection packets with appropriate schedules and departments.
- Collect passenger counts onboard Spokane Transit Authority buses according to fare type, passenger type, time and location of boarding and destination bus stops.
- Observe passenger habits and characteristics, interview passengers, and collect general area data as it relates to transit.
- Prepare records for retention, generate program reports and perform job related clerical duties.
- Perform data entry and verification of collected data.
- Generate and publicize Transit Monitoring Program reports.
- Assist in maintaining and updating the data collection forms.
- Assist with the verification of schedules, data collection, reports and all other related information to assure its compliance with federal regulations.
- Assist in maintaining files for blank survey forms, completed data forms and special events/weather files.
- Provide specific data for planning reports.
- Represent Spokane Transit in professional and positive light to the community.
- Must be punctual, reliable, and maintain regular attendance.
- Must be able to accurately and honestly represent STA in any legal proceedings that may result from the normal performance of the position.
- Other duties as assigned.

## **Public Transit Agency Safety Plan**

- Follow safety rules and safe practices described in accident prevention program, safety standards and training you receive.
- Promptly report unsafe conditions or actions to your supervisor or safety committee representative or the Safety Officer using the Safety Hazard Report Form.
- Ask for assistance if their physical capacities, skills and/or knowledge are not adequate to complete the task safely.
- Report all injuries to your supervisor promptly regardless of how serious.
- Report all near-miss incidents to your supervisor promptly.
- Always use personal protective equipment (PPE) in good working condition where it is required.

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- Do not remove or disengage any safety device or safeguard provided for employee protection.
  - Encourage co-workers by your words and example to use safe work practices on the job.
  - Safeguard and look out for co-workers.
  - Make suggestions to your supervisor, safety committee representative or management about changes you believe will improve employee safety and or eliminate hazards.

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as dictated by their Supervisor and/or Spokane Transit.

## **Minimum Requirements**

### **Training and Experience**

One year of clerical and data entry experience in similar field or work history that exhibits the ability to collect, coordinate and maintain accurate data.

### **License**

Must possess and maintain a valid driver's license from state of residence.

### **Physical Requirements**

The physical activity of position requires the ability to stoop, reach, and perform repetitive finger and hand motion and talk. Exert up to 50 pounds of force occasionally, and/or up to 10 pounds frequently, and/or negligible amount of force constantly to move objects.

### **Computer Skills**

Ability to keyboard accurately at the minimum rate of 40 words per minute. Beginner level proficiency within Microsoft Office Suite including Outlook, Word and Excel.

## **Selection Factors**

- Ability to establish and maintain good public and employee relations.
- Ability to learn quickly the activities, policies and procedures of the Transit Monitoring Program and Spokane Transit Authority.
- Knowledge of modern office practices, procedures, machines and business English.
- Ability to use a ten-key calculator; computer for data entry, word processing and report generation; typewriter, and copy machine.
- Knowledge of general computer functions.
- Ability to demonstrate reliability, mental alertness and consideration of others.
- Attitude of neatness, pride, conscientiousness and care in work products.