

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

PLANNING AIDE 1

DEFINITION

In a training capacity, learns to perform technical transportation planning work; assembles traffic data; prepares traffic counts; transfers traffic data to other systems; maintains electronic maps; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Learns and/or prepares for assignments in transportation planning by assisting in technical transportation planning work (e.g., traffic counts; use of manual or portable electronic traffic recorders/checking or correcting, summarizing and/or expanding field data).

Processes field data by checking, correcting, summarizing and/or expanding field data for use in various circulations and reports or in the analysis of a specific study.

Prepares traffic count programs by plotting and coding count locations.

Learns to maintain the Geographic Information Management System (GIMS) and Linear Referencing Systems.

Gathers data for use in various transportation planning activities which may include sufficiency determinations, road life analysis, location studies, and traffic estimates.

Collects traffic data by conducting traffic counts either manually or by using portable electronic traffic recorders.

Places traffic count locations and posts traffic volumes on a CADD map file.

Enters data into a computerized database for public transportation systems.

COMPETENCIES REQUIRED

Ability to understand and apply mapping technologies and techniques.

Ability to operate a personal computer to accurately post information on a database and enter and retrieve data.

Ability to use and manipulate GIS and CADD files.

Ability to maintain accurate records.

Ability to make accurate arithmetical calculations (e.g., addition, subtraction, multiplication, division).

Ability to understand and follow oral and written instructions and guidelines in order to communicate with supervisor and co-workers.

Ability to recognize/assess errors or incompleteness in data in order to make corrections.

Ability to communicate with others for purposes of gathering or explaining factual information.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from high school or the G.E.D. equivalent, and six months of experience in technical highway planning; highway construction work or computer database work;

OR

three (3) semester hours of post high school course work from an accredited college, university or recognized trade school in transportation planning may be substituted for the required experience.

OR

fifteen (15) semester hours of post high school course work from an accredited college, university or recognized trade school may be substituted for the required experience.

Effective Date: 03/09 DK