

## **Job Opening: Data Collection Assistant (temporary part-time)**

If you are interested in earning money while gaining experience in transportation planning, then please consider this opportunity for on-the-job training at Southern NH Planning Commission. Our team is seeking a temporary part-time Data Collection Assistant to support transportation-related field work and planning activities. This unique position provides an opportunity to learn about transportation planning, traverse the Greater Manchester region, and to work with a fun, knowledgeable, and collaborative team. It should be noted that no experience in field work is required.

Overall, Commission employees are hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. The successful candidate will have a positive attitude about working for the Commission and representing the SNHPC region. For more information about the Commission, visit [www.snhpc.org](http://www.snhpc.org).

### **Candidate Qualifications**

Ideally applicants will be enrolled in an associate's or bachelor's degree program studying planning, engineering, surveying, data management, GIS, environmental science, or other related fields. Alternatively, applicants may be retired or just interested in part-time seasonal work and have worked in similar fields.

### **Responsibilities**

- This position will be primarily tasked with collecting transportation and traffic-related data in the field and assisting with management of our transportation data collection program. The assistant will assist the traffic counting team with the following:
  - Collecting traffic field data throughout the region, including traffic counts and infrastructure inventories.
  - Collecting and inventorying road and sidewalk condition using an iPad with the ArcGIS Collector app.
  - Providing Quality Assurance/Quality Control on all data.
  - Working with staff in maintaining data collection records in both digital and hard copy forms; and
  - Working with staff on equipment inventories, maintenance, and supply orders.
- If needed, this position will also assist staff with updating transportation planning documents, preparation of transportation planning reports, protocols, and other documentation.

The ideal candidate will have the following skills:

- Ability to work with a team and follow instruction including safety protocols.
- Working knowledge of Microsoft Office software applications.
- Ability to safely handle a variety of urban, suburban and rural traffic conditions.

- Ability to work under stressful traffic conditions.

While not required, the following skill sets are a plus:

- Experience with field data collection and with working outside.
- Experience with Arc Collector or other tablet-based field data collection programs.
- Experience with GPS technology.
- Working knowledge of planning and local government processes.

Special requirements for this position include:

- Morning availability as traffic counting is two days per week, generally from 7am through 1 or 2pm
- A valid driver's license and reliable transportation; this position will include significant travel around the Greater Manchester region for fieldwork utilizing a company vehicle.
- Data collection work involves working outside, often in variable weather conditions, and requires the ability to lift at least 30 pounds.

### **SNHPC Employment: Salary and Schedule:**

Salary: The pay is \$18/hour depending on level of experience.

Schedule: This is a temporary, part time position. Depending on the applicant's availability the schedule may vary, but expected minimum schedule is 22 hours per week. The field season starts in mid-April and can last through early- to mid-November. Exact start and end dates will be set to correspond with the selected candidate's availability.

### **Application Submission**

Please reply with a cover letter, resume, and three professional references. Submit materials to: [Imoore@snhpc.org](mailto:Imoore@snhpc.org) with the subject line "Data Collection Assistant." Position is open until filled.

### **Additional Information**

The Southern NH Planning Commission is an Equal Opportunity Employer.