

Job Class Profile: Traffic Information Co-ordinator**Pay Level: CG-28 Point Band: 578-621**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	4	4	1	4	3	3	4	2	2	
Points	187	67	6	19	90	65	83	43	21	581

JOB SUMMARY

The Traffic Information Co-ordinator plans and co-ordinates the activities associated with the maintenance of various road network information management systems in support of the highway maintenance division.

Key and Periodic Activities

- Plans and co-ordinates the activities associated with the maintenance of the department's Road Network Management System (RNMS), Corporate Linear Referencing System (CLRS) and associated road network geometry and descriptive attributes of the Newfoundland Road Network (NLRN).
- Maintains the NL Road Network by editing, updating and verifying road network geometry and attributes.
- Assists in the Road Feature Inventory collection by preparing location maps and identifying new capital project areas.
- Identifies network updates and assists in new geometry collection process.
- Creates ad hoc maps and queries as required.

SKILL**Knowledge****General and Specific Knowledge:**

- Knowledge of Geographic Information Systems (GIS) and digital mapping.

Formal Education and/or Certification(s):

- Minimum: Completion of a 3 Year post- secondary Diploma in Geomatics or survey engineering.

Years of Experience:

- Minimum: 2-3 years of related work experience.

Competencies:

- Problem solving abilities.

Interpersonal Skills

- Interpersonal skills are used for interacting and obtaining input from regional engineers, project

supervisors and municipalities. Gathering the right information requires asking the appropriate questions and listening to information provided and gaining the co-operation from others.

- Interactions occur with employees within the immediate work area, within the department and with the supervisors/managers. They also include individuals outside the department but employed with the Government of Newfoundland and Labrador.
- The most significant contacts include the Road Network Administrator, the Road Inventory Co-ordinator and the Senior Road Network Analyst for direction of co-ordination of work.

EFFORT

Physical Effort

- The demands of the job do not result in fatigue requiring periods of rest.
- There is no requirement to lift or move objects.
- Work requires constant sitting at a computer to enter and manipulate data. Occasionally, drives to conduct field work, however, no physical effort required.

Concentration

- **Visual concentration**, **exact results and precision and higher than normal levels of attentiveness** and carefulness are all required on a constant basis to ensure good data is being collected and inputted.
- **Time pressures and interruptions** are experienced on a constant basis as the NL Road Network, Road Feature Inventory and Road Network Management System must be kept updated on a regular basis to ensure the best information is available to decision makers i.e. project engineers and senior management..

Complexity

- Performs a series of tasks and activities that are quite different but allow the use of similar skills and knowledge.
- The most typical challenge or issue requiring resolution is producing ad hoc maps as requested. Every situation has its own set of requirements that involve planning and implementing a map that provides the desired results.
- There are manuals, guidelines, senior staff and supervisors available to assist typical challenges.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are moderately prescribed or controlled.
- Regular updates to the NL Road Network, Road Feature Inventory and Road Network Management System can be done as they are received.
- Changes to procedures or unusual updates require supervisory approval.
- Updating road network geometry requires discretion and the ability to make good judgement calls on the information provided. Often times this requires interpreting the data provided and making decisions or asking for further clarification before proceeding.
- Responsible to quality check the data submitted for the Road Feature Inventory and Road

Network Management System to ensure completeness and accuracy of submitted data.
Impact
<ul style="list-style-type: none"> — Work results are directly felt within the department and by outside organizations. — The entire department relies on accurate road network and Road Feature Inventory information for decision making purposes. The federal government and private mapping and GPS companies would also use the information contained in the Road Network Management System. — Primarily responsibility is for maintaining an accurate road network for the province. — The consequence of error depends on the magnitude. Accurate data benefits government and the public equally. Google maps and various GPS navigation companies request information from the province. — Business processes exist for daily activities and followed accordingly. For non-standard tasks, consultation with the supervisor is required.
Development and Leadership of Others
<ul style="list-style-type: none"> — Not responsible for the supervision of staff. — Acts as the key technical expert with regards to the Newfoundland and Labrador Road Network (NLRN) and ArcGIS software.

WORKING CONDITIONS

Environmental Working Conditions
<ul style="list-style-type: none"> — Work is performed in an open office environment with some exposure to undesirable environmental conditions such as computer glare, distracting noise and lack of privacy.