

POSITION TITLE:	Data Collector
DATE	DD/MM/YYYY
REPORTS TO:	Assets Manager
DEPARTMENT:	Asset Management
LOCATION:	Various

JOB DESCRIPTION

The primary responsibility of the Data Collector is to locate, identify and accurately measure the dimensions of assigned assets, make a thorough inspection and accurately record all pertinent data in the applicable format, including use of Proterra equipment such as Quickview and CCTV.

In many cases this individual will be the most visible member of the Assets team and therefore it is extremely important that the Data Collector present a professional image and manner to the public.

DUTIES & RESPONSIBILITIES

- Ensure that vehicles are adequately equipped and equipment is maintained in a serviceable condition;
- Operate a range of equipment in the field, safely and accurately, according to task requirements and manufacturer specifications;
- Calibrate equipment under the direction of Senior staff;
- Processing data;
- Prepare documentation for field operations;
- Identify product, process or quality system non-conformance and recommend corrective / preventative actions;
- Follow Proterra Group induction processes, codes of conduct and policies;
- Comply with, and contribute to improving the BMS; and
- Fulfil other duties as required by management and other department personnel as requested/required.

The above list is not exhaustive and the role may change to meet the overall objectives of the Company.

Please note that all tasks carried out in conjunction with this position will be done so in accordance with OHS legislative requirements, codes of practice, job safety analysis and safe working/operating procedures.

QUALIFICATIONS, COMPETENCIES & LICENCES

Mandatory:

- Current Manual Driver's License; and
- General Construction White Card (QLD).

Desirable:

- Traffic Management Implementation (formerly referred to as Level 2);
- A high level of Computer literacy, preferably Windows platform and MS office suite;
- Experience using mapping software (MapInfo, Konect Manager etc.);
- Experience / knowledge of stormwater / sewer network structure; and
- Enter and Work in Confined Spaces training.

Please note that you will be required to complete any other training as indicated by your Manager.

EXPERIENCE, SKILLS & ABILITIES

Customer service focused: committed to providing exceptional customer service across all channels –written, phone and face to face.

Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.

Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.

Commerciality: ability to apply knowledge in a practical, commercial manner.

Teamwork: willingness to assist and support others as required and get on with team members.

Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.

KEY PERFORMANCE INDICATORS

Key performance indicators for this position include:

- Check work emails daily;
- Return all phone, text or email messages to clients and Proterra Staff the same day. This could be a simple acknowledgement until you have sufficient time for a full response.
- Code credit cards daily via Flexipurchase App;
- Complete timesheets by 3:00pm every Wednesday, preferably filling this out every day to ensure accuracy;
- Complete the vehicle logbook for any travel you make in Proterra vehicles;
- Take your turn at office jobs i.e. cleaning your office / kitchen / bathroom and grocery shopping;
- Ensure allotted tasks are performed accurately and within given time-frames;
- Follow the requirements of Proterra Group's Business Management System as it relates to your role;
- Understand and observe workplace health and safety procedures at all times;
- Be a positive, contributing, willing and adaptable member of the team at all times;
- High level, professionally accurate data collection services (as per applicable project data schema);
- Maintain a high professional standard in relation to data collection documentation (as per applicable project data schema);
- Contribute to the delivery of projects in a timely manner and within budget (as per project schedule);
- Ensure that department equipment is accounted for and maintained as necessary;
- Bring new ideas to improve operations in the field; and
- Others, to be determined and agreed.

PERSONAL ATTRIBUTES

- Professional approach;
- Ability to work under pressure;
- Organisational and time management skills;
- Excellent attention to detail;
- Confident manner;
- Positive approach to change; and
- Ability to work individually or within a team.

OTHER RELEVANT POSITION INFORMATION (if required)

- Work is both office and site based. You must expect to spend a good part of your time working outdoors and in all weather conditions;
- Working hours vary between locations and projects, you must be willing to work flexible hours to meet specific project requirements and be away from home for extended periods;
- Data Collectors frequently work away from home and are provided with meals and accommodation when away; and
- Some tasks will require moderate dexterity and moderate physical exertion through varied working positions, e.g. sitting, bending, standing, lifting etc.

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

I, _____
(name)

declare that I have the mandatory qualifications, competencies, licenses, skills, experience and abilities to competently, confidently and safely perform the role as defined within the position description, and as it has been communicated with me during the recruitment and induction processes.

SIGNATURE:

DATE: