

Proposed Definition

Temporary Personnel – Transportation Field Work List of Preferred Source Offerings Section D Approved Services April 18, 2017

The OGS Preferred Source team collaborated with NYSID to develop a definition of Temporary Personnel - Transportation Field Work that provides sufficient information for procuring agencies to understand the approved scope of this service.

DEFINITION OF TEMPORARY PERSONNEL – TRANSPORTATION FIELD WORK

Temporary Personnel – Transportation Field Work are workers who spend a majority of their working hours outside of an office setting and are hired for a pre-determined period to perform duties such as: counting mass transit passengers; purchasing tickets to ensure that the correct fares are charged and collected; issuing, conducting, and collecting passenger surveys; monitoring, recording, and documenting bus and/or rail car, and station temperatures; preparing reports; and providing supervision to temporary transportation fieldworkers.

Temporary Personnel – Transportation Field Work Service Categories

Revenue Control Specialists

Purchase station tickets and present them on trains to ensure the tickets are cancelled appropriately by the train crew. Record observations on a report at the end of weekly assignments as well as account for funds expended by remitting receipts and preparing supporting documentation. May supervise other temporary revenue control specialists in the field to ensure work is being conducted properly.

Temperature Surveyors

Collect temperature and humidity data and perform temperature readings at train, subway, or bus stations; on trains, subways, or buses; complete data sheets; and submit reports to an office in a timely fashion. Individuals working in the field may assist in assigning routes, deploying temporary workers, managing temporary workers, collecting data, and providing reports, which are transmitted to the office.

Counters/Survey Technicians/Field Specialists

Conduct counts of passengers and/or distribute surveys either on a train, subway, or bus or at a station and enter data on tally sheets in the field. Individuals in this position working in the field may supervise other temporary workers and will be responsible for ensuring accuracy of counts, verifying tally sheets, pick-up and distribution of supplies to counters, and ensuring that instructions are followed and that the quality of work is sufficient for management.

Service Analysts

Conduct co-counts on trains, subways, or buses and perform random spot checks of survey technicians and supervisors working in the field to ensure they are performing assigned duties. A majority of hours worked shall be in the field.

Field Work Supervision

Exact duties will vary depending on the type of field worker supervised, however, individuals in this position must work the majority of their hours in the field and may be called upon to perform any of the following tasks: establish routes to ensure prescribed survey results, deploy and supervise temporary workers, collect data and provide reports, conduct field checks of surveyors, and ensure accuracy of all facets of project including surveys, data, and associated administrative functions. While working in the field at a train, subway, or bus station or on trains, subways, or buses, oversee the field counters to ensure accuracy of counts, tally count sheets, pick up supplies, distribute supplies at work assignments and return supplies, and ensure instructions are followed. While working in the field at a train, subway, or bus station or on trains, subways, or buses, supervise survey technicians, distribute specific assignments, distribute and collect counting equipment, and summarize or total results for transmittal back to the office.