



COLORADO

Parks and Wildlife

Department of Natural Resources

Temporary Job Announcement

POSITION: Sign Inventory and Data Collection Technician

START & END DATE: Around September 13th, 2021 to March (6 months) with potential to add on up to 3 additional months (9 month total max)

PAY RATE: \$18 /hour, 40 hours per week, schedule varies based on travel plans. May include multiple evenings and weekends.

LOCATION: REMOTE work and TRAVEL required. Supervised out of the Statewide Education, Partnerships and Volunteers Office, Colorado Parks and Wildlife, 6060 Broadway, Denver, CO 80216.

DEADLINE FOR APPLICATIONS: August 27th at 5pm or 50 applicants. Applicants will be notified if they have been selected for an interview within a few days of the closing date. Interviews will be held either September 3rd or 7th.

JOB DESCRIPTION:

The Sign Inventory and Data Collection Technician will review, verify and complete a comprehensive inventory of ALL CPW educational/interpretive signs across 42 state parks (including Visitor Centers), 350 state wildlife areas (where applicable), 19 hatcheries, 20 offices (where applicable), and other appropriate sites. The information included in the comprehensive inventory will include:

- Existence of educational/interpretive signs on property
- Sign content or topic
- Location, including GPS coordinates
- Sign dimensions
- Sign material composition (e.g. wood, fiberglass, metal, etc.)
- Sign stand details (e.g. dimension, material, etc.)
- Photos of current condition of signs
- Ranking of need for replacement (critical, moderate, low, no need to replace)
- Original company or designer used, if known (including rights to artwork if applicable)
- Ranking of degree of re-design (e.g. replace like for like, replace with minor changes, replace with moderate to major changes, full redesign)
- Was the sign created with partners? If so, who?
- Based on details, what is the estimated cost to replace each sign
- Additional comments (e.g. details not captured but needed)

All data collection points will be entered into an existing database.

This work will include:

- Phone calls, text messages and email communication to verify data
- Required travel throughout the state to almost all CPW locations to collect and verify data in the field
- Time in front of a computer, tablet or phone collecting, entering, verifying data

MINIMUM REQUIREMENTS:

- Work independently with minimal to no direct supervision
- Extended travel and being on the road and away from your home for long periods of time
- Understand how to use a smartphone or similar device
- Ability to complete data collection with minimal error
- Comfortable with working:
 - outside in all weather conditions for extended periods of time at varying elevations
 - hiking/walking/biking to get to remote locations if needed
- Excellent organization and communication skills
- Must be at least 18 years of age, possess a valid driver's license and with minimal infractions on driving record

PREFERRED EXPERIENCE:

- ESRI GeoCollector
- Asset inventory data collection and reporting
- ArcGIS Online
- Other GIS platforms

PROVIDED:

- Rental vehicle for travel
- Lodging options during travel (e.g. hotel, tent camping, state housing)
- Per Diem during travel

HOW TO APPLY: Email resume and cover letter with "I/EE Sign Inventory" in the subject line to mary.mccormac@state.co.us

CPW is committed to fairness and equality of opportunity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

The Department of Natural Resources participates in E-Verify in accordance with the program's Right to Work for all newly-hired employees. Upon acceptance of a job offer, employees are queried through the electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify identity and employment eligibility. You may complete section 1 of the I-9 form upon your acceptance of a job offer letter, but no later than your first day of employment and in addition, on your first day, but no later than the third day, you will be required to submit original documents to verify your eligibility to work in the U.S. Learn more about [E-Verify](#), including your rights and responsibilities.