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| <b>Title</b><br>Access Road Condition Data Lead | <b>Date</b><br>04/16/2026            | <b>Supervisor</b><br>James Schriever, President & CEO |
| <b>Author(s)</b><br>Sarah Bass                  | <b>FLSA Classification</b><br>Exempt | <b>Direct Reports</b><br>Yes                          |

**Position Summary**

The Access Road Condition Data Lead works in support of a key Woodland Solutions Group (WSG) client in the utilities market. This high visibility position closely collaborates with the client to build out the data model, workflow, and other tools for the accurate collection and management of GIS data related to access roads on federal lands. The Access Road Condition Data Lead serves as the primary liaison between the data management team and the field team, and is responsible for designing, standing up, and operationalizing a field-based data collection program for Utility Access Road Network condition classification, as required under an existing Operations & Maintenance Plan (OMP). Core responsibilities include managing the QC process and overseeing field audits. This role manages field data collection operations in alignment with WSG’s strong safety culture and supervises a team comprised of field data collectors/professional services contractors (PSCs).

The Access Road Condition Data Lead serves as the primary field and program lead for translating OMP road requirements, specifically inventory, condition assessment, inspection, and Level 2 maintenance standards into repeatable field workflows, GIS data models, quality control procedures, and trained field execution. The position bridges compliance obligations, data systems, and day-to-day field operations to ensure road condition data are defensible, auditable, and operationally actionable.

- The work arrangement of the Access Road Condition Data Lead is typically Monday – Friday. Our preference for location is the greater Sacramento area.
- A valid driver’s license and clean driving record are required.
- Salary range of \$82,500 to \$95,000 Company truck for business use

**Essential Job Duties**

**Procedures, Processes, and Programmatic Practices**

Lead the design and implementation of the road condition data collection framework consistent with OMP requirements for the Utility Access Road Network

Translate OMP road standards, inspection requirements, and maintenance classifications into clear, field-executable ESRI data models and SOPs

Establish timelines for activities such as testing of tools, dashboards, and systems; ongoing field audits; regular team meetings; training; etc.

Define road condition attributes, inspection criteria, classification thresholds, and documentation standards for Utility roads, Forest Service System roads, OHV routes, Foot trails and overland access routes

Establish data governance rules to ensure collected information supports:

OMP annual meetings and reporting

Maintenance planning and prioritization

Compliance monitoring and audit defensibility

Develop and lead training on data collection and safety requirements, aligned with SOPs, and present to field team members

Foster a strong sense of teamwork and cooperation across stakeholders, the data collection team, and the field team

Represent WSG in a professional and positive manner at all times

Data Quality Control – Develop communication methods for data management and field teams, addressing concerns and corrections for optimal data and ideating quality control

improvements:

Establish and manage quality assurance/quality control (QA/QC) processes for road condition data, including field audits and desk reviews

Support preparation of Class II / Class III notifications, permit packages, and annual OMP coordination materials by compiling road condition data, GIS layers, and supporting documentation

Publish and maintain visible QC schedule for the PSCs

Perform quality control and field audit reviews, specifying needed field corrections and identifying gaps in documented methods, along with areas for retraining

Transition issues pinpointed by PSCs into a reportable form for data management team communication

Perform GIS review using ArcGIS application, checking for thoroughness and completeness

Detect new issues/trends in data collection errors

Develop mitigation strategy for trends

Initiate metrics tracking and reporting

Plan, prepare, and execute field audits

Identify issues within the collection process that could compromise data integrity, communicate with client leadership, and enact steps to prevent repeat issues (e.g., trigger an alert to backend processing)

Produce, publish, and present Audit Debrief Report

Create and update Field Audit Tracking Spreadsheet to capture field audit records, issues, and results

Conduct edits/re-status based on results

Escalate suboptimal findings to team leaders

Supervision and Administration – Lead by example, follow safety policies and statutory requirements, and accomplish administrative responsibilities

Recruit, train, and supervise field data collectors and contractors, instilling a strong culture of safety, accuracy, and accountability

Coordinate with stakeholders (engineering, permitting, compliance, safety) and external partners, including the U.S. Forest Service

Ensure timesheets are completed accurately and on time

Monitor and approve employee expenses

Complete and submit all field safety documents

Monitor and review field team members' completion of required safety documents

Follow all WSG policies, and pertinent client policies, at all times  
Other duties as assigned

**Job Qualifications: Knowledge, Skills, and Abilities**

- Bachelor's degree or equivalent experience in GIS, geography, engineering, natural resources, forestry, environmental science, or a related field
- Multiple years of progressively responsible field leadership experience, preferably involving infrastructure, utilities, or work on federal lands
- Strong working knowledge of GIS and mobile data collection systems (e.g. ArcGIS, ArcGIS Online, FieldMaps, Survey 123, or similar mobile mapping tools)
- Experience managing QA/QC processes
- Valid driver's license and ability to work regularly in rugged, remote environments
- Commitment to a strong safety culture and defensible, audit-ready data
- Competency using the Microsoft Suite of products
- Ability to act with honesty and integrity at all times
- Strong ownership and initiative
- Time management and project execution skills

**Experience/Education:**

- 5+ years' experience performing fieldwork focused on geospatial data collection
- Experience supervising a field team
- Experience using Esri products such as ArcGIS, ArcGIS Online, FieldMaps, Survey 123, or similar mobile mapping tools
- Extensive experience driving in "off-roading" conditions

**Physical Requirements:**

*The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this Job, the employee is constantly required to:
  - Stand and walk
  - Ascend and descend hills and stairs
  - Lift, bend, crouch
  - Use fingers and/or hands to handle and feel
  - Communicate with and exchange information verbally and in writing and via computer systems
  - Work using repetitive motion
  - Carry data collection tools and safety equipment
  - Wear personal protective equipment (PPE)
- Moderate to strenuous hiking may be required in all weather conditions, including walking long distances while carrying equipment
- The employee must frequently position, transport and/or move up to 40 pounds
- Specific vision abilities required by this job include close vision, distance vision, peripheral

vision, depth perception, ability to adjust focus and ability to see in color

- Work requires physical efforts associated with using the computer and phones to access and relay information

### **Work Environment**

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is:

- Regularly in an indoor office environment, with the noise level quiet to moderate
- Regularly outside in forested, rural, or undeveloped land of varying terrain and weather

This position is required to be performed at the work site during regularly scheduled hours. Physical presence at the work site is required.

*This job description is not intended to describe in detail the multitude of tasks that may be assigned, but rather to provide the incumbent with a general sense of the responsibilities and expectations of his/her position. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. As the nature of business demands change so, too, may the essential functions of this position.*