



## Project Manager, Transportation

Non-Union

The Project Manager, Transportation supports in the development and implementation of programs, policies, by-laws and capital projects related to the Municipality's transportation services, systems and infrastructure. The Project Manager prepares designs and drawings for a variety of Civil Engineering projects, including transportation infrastructure, as well as conducts traffic counts and undertakes traffic studies. This position also oversees the development and implementation of programs including traffic calming, parking, pedestrian crossings, and other programs identified through the Municipality's Road Safety Plan and Master Plans and/or strategic priorities to support the Municipality's transportation systems and services. This role also delivers technology and policy projects for Transit, parking and transportation assets including traffic signals.

### **Job description**

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### **Essential responsibilities**

- Demonstrate Chatham-Kent's core values and competencies.
- Oversee the planning of future active transportation infrastructure in accordance with the Trails Master Plan (or successor active transportation plans).
- Monitor overall progress in implementing the recommendations of the Trails Master Plan (or successor active transportation plans).
- Coordinate count programs and carry out warrant reviews for pedestrian and cycling infrastructure.
- Manage the delivery of projects in the Engineering Division including design, project, financial and construction management.
- Prepare designs, project estimates, and project schedules for a variety of civil engineering projects, primarily linear transportation infrastructure, and/or as assigned.
- Oversee procurement for design and construction projects, including preparing tenders, requests for proposals, specifications and contract documentation.
- Manage contractors and consultants in the delivery of traffic infrastructure projects, design projects with varying degrees of complexity, Environmental Assessments, and construction administration projects.
- Manage parking meter infrastructure, parking programs, policy, and parking studies.

- Coordinate parking enforcement.
- Perform traffic signal design, maintenance contract administration, and programming.
- Carry out warrant reviews for traffic control devices.
- Design sign and pavement marking layouts.
- Prepare and update policies, procedures and By-Laws for Chatham-Kent.
- Manage and co-ordinate field inspections, undertake and perform construction site inspection and contract administration, prepare payment certificates and ensure quality control on all assigned projects.
- Maintain condition assessments and infrastructure management studies for traffic signals, all-way stops, sign reviews, roads, sidewalks, bridges, sewers, watermains and railway crossings.
- Create programmatic and manual reports on the data within the infrastructure management databases.
- Review Development Subdivision and Site Plans, and Traffic Impact Studies.
- Lead technical reviews of development design submissions for infrastructure servicing of subdivisions and site plan developments.
- Assist department with budget management and maintenance including lifecycle, operations, and capital budgets.
- Identify new funding sources for planned projects or to mitigate service costs and assist the Manager where required with application development.
- Collect data to assist with grant reporting requirements.
- Support and carry out analysis and projects related to transit and road safety, including warrant reviews, overseeing of contractors and consultants, and project design.
- Participate as a team member on multidisciplinary projects.
- Prepare reports to Council and present to Council when appropriate.
- Liaise with other departments, agencies, and general public on technical matters.
- Respond to and resolve public complaints related to traffic infrastructure or parking concerns.
- Promote active transportation through direct engagement as well as the development of promotional campaigns including press releases, website, and social media.
- Provide professional advice to internal and external committees and organizations as required.

#### **Essential qualifications**

- College Diploma or University Degree in Civil Engineering or related field.
- Four (4) to six (6) years of experience with a focus on transportation systems/infrastructure policy and design, or equivalent related working experience.
- Experience performing traffic infrastructure design, including traffic control warrant reviews, traffic signal and intersection design and performing contract administration on these assets.
- Experience with traffic infrastructure design and engineering projects including, but not limited to: traffic control studies, traffic design or programming, traffic sign installation specification, pavement marking design and layout, intersection and roadway geometric design, development site plan review, TIS review.
- Project experience with the Highway Traffic Act, Municipal Standards, Ontario Provincial Standards and, Ontario Traffic Manual, and Highway Geometric Design Manuals.
- Excellent computer skills in AutoCAD 2007 or higher, MicroStation, Experience working with traffic related software such as TES, and Traffic Signal Programming.

- Working experience with performing traffic studies including, but not limited to: OTM All-way stop warrant, OTM traffic signal warrant, OTM Pedestrian cross over warrant, Turning movement counts, curve advisory speed review, speed limit and parking studies.
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email, and internet (or other similar software programs).

#### **Other qualifications**

- Experience in active transportation will be considered an asset.
- Experience developing policies and by-laws relating to transportation will be considered an asset.
- Experience performing traffic counts and all-way stops review will be considered an asset.
- Experience in transit and road safety will be considered an asset.

#### **Certifications, memberships, licenses**

- Membership and registration with the Ontario Association of Certified Engineering Technicians and Technologists as a Certified Engineering Technologist (CET), or with Professional Engineers Ontario as a Professional Engineer (P.Eng.), and/or other relevant professional certifications (e.g. Professional Transportation Planner, LEED AP ND) is considered an asset.
- Membership in relevant professional associations (e.g. Canadian Urban Transit Association, Institute of Transportation Engineers, Association of Pedestrian and Bicycle Professionals) is considered an asset.

#### **Work environment/hours of work**

- This position works both indoors and outdoors
- This position works weekday hours with occasional evening and weekend hours

#### **Working Remotely**

This position has been approved for remote working, at the discretion of the supervisor based on the Working Remotely Policy.

This position may be required to attend on-site meetings in order to complete essential responsibilities of the role. As per the Working Remotely Policy, employees scheduled to work remotely on a certain day may occasionally be called to a municipal onsite work location on short notice. Employees must remain flexible to accommodate municipal requirements and be prepared to be called in on short notice.

#### **COVID-19 Vaccination**

The Municipality of Chatham-Kent no longer requires a COVID-19 vaccination as a condition of employment. Although it is not mandatory to be vaccinated, it is highly encouraged.

#### **Driver's licence/vehicle requirements**

Because of the responsibilities, this position requires the successful candidate to have a valid class G (or higher) Ontario driver's licence; a driver's abstract will be conducted by the Municipality of Chatham-Kent. An acceptable driver's abstract will: be an original document and current (within the previous thirty (30) days); have no more than four (4) demerit points; have no more than two (2)

convictions for the same offence; have no criminal code convictions; have no 'non-medical or administrative' license suspension in the preceding three (3) years; because this position may be required to drive their own vehicle, a reliable vehicle is also required.

### **Background check requirements**

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification and employment reference check.

### **Essential physical and/or safety requirements**

- Walking: frequent walking on level surface
- Sitting: frequent sitting in chair and/or vehicle seat
- Standing: frequent standing indoors and outdoors
- Hands: frequent fine finger dexterity (movement), gripping, pinching, mousing

### **Benefits**

This permanent full-time position has an annual salary of \$91,937 to \$103,953 and will receive benefits including participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive group benefits package following the successful completion of a 3 month waiting period.

### **Applying for this opportunity**

Resumes must be received by **11:59pm (EST) on Thursday, April 18, 2024**. To apply, please visit: [www.ckcareers.ca](http://www.ckcareers.ca).

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The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.

Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection.

[www.chatham-kent.ca](http://www.chatham-kent.ca)